

Annex A - Schedule of Processing, Personal Data and Data Subjects

The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be a subject of a formal amendment to this Contract.

Description	Details
Subject matter of the processing	As part of the SSPP communication activity, personal data will be made available to the successful bidder by UKRI. This will enable the supplier to reach out to our successful grant awardees and other stakeholders integral to the delivery of the programme to further the development of their reports.
Duration of the processing	Start: 01/02/2022 End: 30/03/2023
Nature and purposes of the processing	<p>The personal data handled in this contract will be to further the data collection directly from grant applicants, team members, staff etc. to enable deeper analysis of the SSPP landscape and processes. The supplier may choose to contact the individuals directly for interviews, look to surveys or questionnaires or other means available to them to enable a deeper understanding and to provide a more meaningful report.</p> <p>Personal data will be available through a UKRI owned platform (e.g. SharePoint) with external access given to the supplier to avoid personal data being shared via email.</p>
Type of Personal Data	Personal data to be included will be: names, appointment, business address, business telephone numbers, business email address
Categories of Data Subject	<p>Staff (including volunteers, agents, temporary workers, Programme Board members and Advisory group members)</p> <p>Grant awardees / staff of funded organisations</p> <p>Partners of funded organisations</p> <p>Academics</p> <p>ISCF SSPP stakeholder list</p>

Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	The data may be retained by the supplier until the close of the contracted piece of work at which point this data must be deleted/destroyed.
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