

Schedule 24

Personal Data Particulars

Personal Data Particulars

Details to be completed at Contract Award

<p>Data Controller</p>	<p>The Data Controller is the Secretary of State for Defence (the Authority).</p> <p>The Personal Data will be provided by: <i>[insert the PT name (or equivalent source), address and contact details]</i></p>
<p>Data Processor</p>	<p>The Data Processor is the Contractor.</p> <p>The Personal Data will be processed at: <i>[insert location(s), address and contact details]</i></p>
<p>Data Subjects</p>	<p>The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects: <i>[please specify]</i></p> <p><i>[Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc]</i></p>
<p>Categories of Data</p>	<p>The Personal Data to be processed under the Contract concern the following categories of data: <i>[please specify]</i></p> <p><i>[Examples include name, address, telephone number, medical records etc]</i></p>
<p>Special Categories of data (if appropriate)</p>	<p>The Personal Data to be processed under the Contract concern the following Special Categories of data: <i>[please specify]</i></p>
<p>Subject matter of the processing</p>	<p>The processing activities to be performed under the contract are as follows: <i>[please specify]</i></p> <p><i>[This should be a high level, short description of what the processing is about i.e. its subject matter]</i></p>
<p>Nature and the purposes of the Processing</p>	<p>The Personal Data to be processed under the Contract will be processed as follows: <i>[please specify]</i></p> <p><i>[The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether by automated means or not) etc. The purpose might include: employment processing, statutory obligation, recruitment assessment etc]</i></p>

<p>Technical and organisational measures</p>	<p>The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract: <i>[please specify]</i></p> <p><i>[Cross reference with the System Requirements or Statement of Work]</i></p>
<p>Instructions for disposal of Personal Data</p>	<p>The disposal instructions for the Personal Data to be processed under the Contract are as follows (where Disposal Instructions are available at the commencement of Contract): <i>[please specify]</i></p> <p><i>[Describe how long the data will be retained for, how it be returned or destroyed]</i></p>
<p>Date from which Personal Data is to be processed</p>	<p>Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here: <i>[please specify]</i></p>

The capitalised terms used in this form shall have the same meanings as in the General Data Protection Regulations.