

Schedule 20 – Personal Data Particulars for Contract: CSA/5001

DEFFORM 532

Edn 10/19

<p align="center">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:</p> <p>The Communications Situational Awareness Team MOD Abbey Wood #3114 Ash 1c Bristol BS34 8JH</p> <p>AND:</p> <p>Navy Command</p> <p>The point of contact for matters of personal data shall be the Authority's Commercial Officer, as detailed in Schedule 3 of the Contract Conditions.</p>
<p align="center">Data Processor</p>	<p>The Data Processor is the Contractor.</p> <p>The Personal Data will be processed at:</p> <p>[Contractor address to be inserted]</p> <p>AND:</p> <p>[contractor address to be inserted]</p> <p>AND:</p> <p>Any other location, be it fixed or temporary, where the Contractor is required to process personal data in the course of fulfilling his obligations under the Contract.</p> <p>The point of contact for matters of personal data shall be the Contractor's Project Manager, as detailed in Schedule 3 of the Contract Conditions.</p>
<p align="center">Data Subjects</p>	<p>The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects:</p> <p>Her Majesty's Civil Servants (including non-MOD personnel and professional service subcontractors); personnel of Her Majesty's Armed Forces; the Authority's suppliers; the Contractor's Sub-Contractors; and any other party or individual whose data may be held on an Authority system that the Contractor has access to.</p>
<p align="center">Categories of Data</p>	<p>The Personal Data to be processed under the Contract concern the following categories of data:</p> <p>Names, addresses, telephone numbers, email addresses, details of operational involvement, details of place of work, details of security clearance, details of sickness, details of private or family life.</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: NOT USED</p>
<p>Subject matter of the processing</p>	<p>The processing activities to be performed under the contract are as follows: Activities associated to In-Service Support of RN EOS GPC in accordance with Schedule 9 – Statement of Work of Contract: CSA/5001.</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: The data will be processed through: Collection, recording, storage, retrieval, use, disclosure by transmission, dissemination or otherwise making available, erasure or destruction of data (whether by automated means or not) For the purposes of: Effective communication with the Authority, performance of contractual obligations, meeting obligations under GDPR (or other statutory obligations).</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: The Contractor shall ensure that his and his subcontractor's premises are equipped with lockable cabinets, drawers, or other such receptacles that are sufficiently resilient to deny unauthorised access to Hard Copy documentation or other information stored physically. The Contractor shall ensure that his and his subcontractor's computer systems (both hardware and software) are encrypted, or otherwise protected to the extent that is necessary to secure Personal Data that is held or processed from unauthorised access. This must at the very least meet the requirements of the Cyber Security Risk Profile, as detailed in Annex A to Def Stan 05-138, deemed to be MODERATE in relation to this Contract. The Contractor shall ensure that his and his subcontractor's personnel have undergone sufficient background tests, whether that be through the Disclosure and Barring Service, or United Kingdom Security Vetting, as may be appropriate for their exposure to Personal Data under the Contract. Where necessary, Personal Data shall be anonymised.</p>

<p style="text-align: center;">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):</p> <p>Personal Data is to be retained, securely, for as long as is reasonably necessary to facilitate the performance of the Contract, or as may be required for the purposes of maintaining adequate and complete records in accordance with GDPR and any other legislative or contractual obligations. The definition of 'securely' will vary depending on the medium in which the Data is held. This may include but is not limited to storage in locked cabinets or drawers (when in hard copy), or on an encrypted USB, CD, or computer system (including email) when in soft copy. The Contractor must satisfy itself and the Authority of its compliance to any obligations.</p> <p>Hard copy Data is to be disposed of by shredding and/or burning, depending on the Contractor's standard practice.</p> <p>Soft copy Data is to be disposed of by purging it from whatever storage medium it was held in - specifically ensuring that it cannot be recovered from within that system. For the avoidance of doubt, email addresses kept either on printed emails, or stored within the memory of an email application (e.g. Outlook), will be considered to have been 'retained'.</p>
<p style="text-align: center;">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>NOT USED</i></p>

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