



Department
for Work &
Pensions

SCHEDULE 11

PROCESSING PERSONAL DATA

1 Processing Personal Data

The final decision as to the content of this Schedule shall be with the Authority at its absolute discretion.

- 1.1 The contact details of the Authority’s Data Protection Officer are: **REDACTED**
- 1.2 The contact details of the Supplier’s Data Protection Officer are: **[Insert Contact details]**
- 1.3 Any Party that is a Processor shall comply with any further written instructions with respect to processing by any Party that is a Controller.
- 1.4 Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of Controller for each Category of Personal Data	<p>The Authority is Controller and the Supplier is Processor</p> <p>The Parties acknowledge that in accordance with Clause F8.2 to F8.15 and for the purposes of the Data Protection Legislation, the Authority is the Controller and the Supplier is the Processor of the following Personal Data:</p> <ul style="list-style-type: none"> • <i>Name, National Insurance Number, E-mail Address, Telephone Number – to be collected and stored and transferred to DWP on request. Serial Number of ID Document, Address on bills – to be collected and stored and shown to DWP on request.</i> •
Duration of the processing	<i>January 2021 – January 2022</i>
Nature and purposes of the processing	<p><i>ways: Collection, recording, storage, retrieval, disclosure by transmission, dissemination or otherwise making available, erasure or destruction of data</i></p> <p><i>The data will be collected on the JFAP and shared on request with JCP. Therefore, the supplier is requested to carry out the above activities within the timeframes in the specification. Data must be deleted at the end of the contract.</i></p> <p><i>The supplier will also view passports/driver’s licences or other forms of ID to ensure they are working with the correct participant. These must be stored by the provider to be viewed by DWP as a part of the performance management regime. Utility or mobile phone bills can also be provided as identification. Copies of these bills must be stored by the provider to be viewed by DWP as a part of the performance management regime.</i></p>
Type of Personal Data	<i>name, NI number, telephone number, e-mail address, ID serial numbers and address on bills.</i>
Categories of Data Subject	<i>referred customers/clients to the programme</i>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under	<i>Data will be retained for the duration of the contract, so that it can be requested by JCP. It will be sent to JCP via encrypted e-mail as per the specification. Data will be destroyed within 2 days of the contract end date</i>

Description	Details
union or member state law to preserve that type of data	

ANNEX 1: JOINT CONTROLLER AGREEMENT Not Used