

Annex A

Description	Details
Subject matter of the processing	The processing is required in order to ensure the supplier can undertake informed and robust analysis for policy purposes.
Duration of the processing	Processing will take place from 22 nd July 2019 for the duration of the contract. The contract will end on 2 nd October 2019
Nature and purposes of the processing	<p>The supplier will be required to undertake the following data processing activity</p> <ul style="list-style-type: none"> • Collect • Structure • Record • Process • Analyse including aggregation • Anonymise • Store • Destroy
Type of Personal Data	<ul style="list-style-type: none"> • Name • Contact details • Job titles • Personal opinions
Categories of Data Subject	<ul style="list-style-type: none"> • UK higher education academic staff • UK higher education professional staff • Employees of government departments and associated bodies • Employees of higher education sector bodies • Professional technical experts • Third sector employees • International experts
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under European Union or European member state law to preserve that type of data</p>	<p>The data will be retained by the supplier for the duration of the contract and then their copy destroyed. The Contractor will delete the Personal Data and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Contractor after the expiry of the Contract. The Contractor will certify to the Authority that it has completed such deletion.</p>

