



AUTHORITY: The Secretary of State for the Home Department

SCHEDULE 30
DATA PROCESSING

Front End Services (FES) UK

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1. SCHEDULE OF PROCESSING, PERSONAL DATA AND DATA SUBJECTS

- 1.1. The Supplier shall comply with any further written instructions with respect to processing by the Authority.
- 1.2. Any such further instructions shall be incorporated into this Schedule 30 (Data Processing).

Description	Details
Subject matter of the processing	<i>[This should be a high level, short description of what the processing is about i.e. its subject matter]</i>
Duration of the processing	<i>[Clearly set out the duration of the processing including dates]</i>
Nature and purposes of the processing	<p><i>[Please be as specific as possible, but make sure that you cover all intended purposes.]</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 or not by automated means) etc.</i></p> <p><i>The purpose might include: employment processing, statutory obligation, recruitment assessment etc]</i></p>
Type of Personal Data	<i>[Examples here include: name, address, date of birth, national insurance (NI) number, telephone number, pay, images, biometric data, etc.]</i>
Categories of Data Subject	<i>[Examples include: Staff (including volunteers, agents, and temporary workers), Authority's / clients, suppliers, patients, students / pupils, members of the public, users of a particular website, etc.]</i>
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	<i>[Describe how long the data will be retained for, how it will be returned or destroyed]</i>

Schedule 30: Table 1.2, Data Processing Further Instructions