

Annex A – Schedule of Processing, Personal Data and Data Subjects

The supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instruction required by the Contracting Authority shall be incorporated into this Schedule and shall be a subject of a formal amendment to this Contract

1. The contact details of Contracting Authority Data Protection Officer are David Hyett dataprotection@ukri.org
2. The contact details of the Suppliers Data Protection Officer are: [TBC]
3. The Supplier shall comply with any further written instructions with respect to processing by Contracting Authority. Any such further instructions shall be incorporated into this Schedule

Description	Details
Subject matter of the processing	During the course of the Rapid Evidence Assessment (REA), personal data about individuals who have contributed to published information relating to leadership development may be processed.
Duration of the processing	Processing will take place from May 2021 for the duration of the contract. The contract will end on 30 th September 2021 but may be subject to a period of extension.
Nature and purposes of the processing	No personal or sensitive information will be shared by UKRI. During the course of the REA, the successful supplier may process the personal information relating to: researchers who have undertaken work related to this area; examples of individual practice; key individuals who are working in the leadership field and might be cited in the review. We would expect this information to be in the public domain or shared with the researcher with the permission of the individual concerned.
Type of Personal Data	Name, employer, other organisations an individual is affiliated with.
Categories of Data Subject	Researchers, members of the public

<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>All data compiled by the supplier relating to the project will be destroyed upon acceptance of a final report by UKRI. Some personal information may be contained within the report submitted to UKRI. This report will be retained in line with UKRI's standard retention policy.</p> <p>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>
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