

SCHEDULE 18

Processing Personal Data

The capitalised terms used in this Schedule 18 shall, unless defined in Schedule 1 (Definitions), have the same meanings as in the General Data Protection Regulations.

"Data Controller"	<p>The Data Controller is the Authority.</p> <p>The Personal Data will be provided by:</p> <p>Siobhan Brown Defence Marine Services Room 221, No 24 Store Building 1/117 PP27, HM Naval Base Portsmouth PO1 3LT</p>
"Data Processor"	<p>The Data Processor is the Contractor.</p> <p>The Personal Data will be processed at:</p> <p>Data controller: Serco Limited Registration reference: Z5746980 Date registered: 13 September 2001 Registration expires: 12 September 2025 Address: Serco House, 16 Bartley Wood Business Park, Bartley Way Hook, Hampshire, RG27 9UY. Data Protection Officer: Mr Andrew Hill dpo@serco.com</p>
"Data Subjects"	<p>The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects:</p> <p><i>Personnel of the Authority</i></p> <p><i>Authorised personnel of third parties appointed by the Authority and/or Contractor e.g. legal advisers etc.</i></p> <p><i>MOD Special Personnel in relation to SDA 5 Diving Training.</i></p>
"Categories of Data"	<p>The Personal Data to be processed under the Contract concern the following categories of data:</p> <p><i>In relation to Schedule 6 (Governance and Management Information, Reports, Records and Audit) services: Names, contact details of personnel – including professional email address, job title, rank and branch for military personnel calendar appointments of personnel.</i></p> <p><i>In relation to applicable MOD Special Personnel undertaking SDA5 Diving Training – certification issued from the Authority to the Contractor that personnel embarking vessel have passed medical fitness and safety training and personal survival requirements in accordance with applicable standards including Medcat P2 and the ISSC or BSSC.</i></p>

	<i>In relation to SDA4 passenger transportation services – the Contractor will only hold passengers numbers only – therefore no personal data is required to be processed.</i>
"Special Categories of data (if appropriate)"	<p>The Personal Data to be processed under the Contract concern the following Special Categories of data:</p> <p><i>Health data only to the extent required for Master of Vessel to report incident involving Authority personnel.</i></p>
"Subject matter of the processing"	<p>The processing activities to be performed under the contract are as follows:</p> <ul style="list-style-type: none"> (a) <i>processing of personal data for the purposes of Schedule 6 (Governance and Management Information, Reports, Records and Audit) services including sending emails containing the names of Authority personnel, provision of reports, retention of data in accordance with retention policy etc.;</i> (b) <i>processing of personal data for the purposes of the provision of training (e.g. SDA5 diving training) including collection and retention;</i> (c) <i>processing of personal data for the purposes of enabling Authority, Contractor and third party personnel to attend site visits; and</i> (d) <i>sharing of relevant personal data involving Authority personnel by Master to port authorities etc. in order to report an incident.</i> <p><i>It is noted that: no personal data relating to the embarkation of personnel onto vessels for authority sponsored visits (as described in the Statement of Requirement) are intended to be shared with the Contractor. The Contractor will only be provided with confirmation of the number of passengers for souls on board purposes.</i></p>
"Nature and the purposes of the Processing"	<p>The Personal Data to be processed under the Contract will be processed as follows:</p> <p><i>For the purposes of discharging the relevant services identified under Statement of Requirement in order to comply with Contract (including provision of: souls on board, Schedule 6 (Governance, Management Information, Reports, Records and Audit) services, SDA5 Diving training and incident reporting).</i></p>
"Technical and organisational measures"	<p>The following technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract:</p> <p><i>Compliance with Clause 43 (Protection of Personal Data)</i></p>
"Instructions for disposal of Personal Data"	<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 the Contract):</p> <p>The Contractor is required to ensure that physical and electronic data is destroyed in accordance with the United Kingdom General Data Protection Legislation 2018, as updated from time to time.</p>

**"Date from which
Personal Data is to be
processed"**

Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here:

N/A.