

## **Annex 1: 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 instructions 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 the Contracting Authorities Data Protection Officer are:

BEIS Data Protection Officer  
Department for Business, Energy and Industrial Strategy,  
1 Victoria Street,  
London,  
SW1H 0ET

Email: [dataprotection@beis.gov.uk](mailto:dataprotection@beis.gov.uk)

- (2) The contact details of the Suppliers Data Protection Officer (or if not applicable, details of the person responsible for data protection in the organisation) are: **TBC**  
(3) The Supplier shall comply with any further written instructions with respect to processing by the Contracting Authority.  
(4) Any such further instructions shall be incorporated into this Annex 1.

Description	Details
Subject matter of the processing	<p>The processing of names and business contact details of staff of both the Contracting Authority and Supplier will be necessary to deliver the Services exchanged during the course of the Contract, and to undertake efficient Contract and performance management.</p> <p>The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p> <p>The Supplier will need to confirm that they are UK GDPR or GDPR (if operating in the EEA) compliant when submitting a bid.</p>
Duration of the processing	Processing will take place from 7 <sup>th</sup> February 2022 for the Start Date of the Contract. The Contract will end on 31 <sup>st</sup> March 2022.

Nature and purposes of the processing	<p>The nature of processing will include the storage and use of names and business contact details of staff of both the Contracting Authority and the Supplier as necessary to deliver the services and to undertake the Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
Type of Personal Data	<p>Names, business telephone numbers and email addresses, office location and position of staff of both the Contracting Authority and the Supplier as necessary to deliver the services and to undertake the Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Contracting Authority and the Supplier involved in managing the Contract.</p>
Categories of Data Subject	<p>Staff of the Contracting Authority and the Supplier, including where these employees are named within the Contract itself or involved within Contract management.</p>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under European Union or European member state law to preserve that type of data.	<p>The personal data will be retained by the Supplier for the duration of the contract, following which the Supplier will delete and erase the Personal Data from any computers, storage devices and storage media that are to be retained by the Supplier after the expiry of the contract. The supplier will certify to the Contracting Authority that it has completed such deletion.</p> <p>Where Personal Data is contained within the Contract documentation, this will be retained in line with the Contracting Authorities privacy notice found within the Procurement Documents.</p>