

## 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 instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be a subject of a formal amendment to this Contract.

<b>Description</b>	<b>Details</b>
<b>Subject matter of the processing</b>	<p>The processing is needed in order to ensure that the Contractor can effectively deliver the contract entitled <i>Fire Risks of Upholstered products</i>.</p> <p>The processing of names and business contact details of staff of both the Authority and the Contractor will be necessary to deliver the Services exchanged during the course of the Contract, and to undertake Contract and performance management.</p> <p>The processing of names and contact details of stakeholders consulted during the period of the contract will be necessary to deliver the Services.</p> <p>The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p>
<b>Duration of the processing</b>	<p>The processing will take place for the duration of the contract.</p>
<b>Nature and purposes of the processing</b>	<p>The nature of processing of the Authority and Contractor details will include the storage and use of names and business contact details of staff of both the Authority and the Contractor as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p> <p>The nature of the processing of the details of stakeholders will include collection, recording, organisation, and consultation. Processing takes place for the purposes of research.</p>
<b>Type of Personal Data</b>	<p>Names, business telephone numbers and email addresses, office location and position of staff of both the Authority and the Contractor as necessary to deliver the Services and to undertake Contract and performance management. The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.</p>
<b>Categories of Data Subject</b>	<p>Staff of the Authority and the Contractor, including where those employees are named within the Contract itself or involved within contract management.</p> <p>Stakeholders consulted during the period of the contract.</p>

***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***

The Contractor will provide the Authority with a complete and uncorrupted version of the Personal Data in electronic form (or such other format as reasonably required by the Authority) and erase 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.

Where Personal Data is contained within the Contract documentation, this will be retained in line with the Authority's privacy notice.