

Personal Data Particulars

This Form forms part of the Contract and must be completed and attached to each Contract containing DEFCON 532B.

Data Controller	<p>The Data Controller is the Secretary of State for Defence (the Authority).</p> <p>The Personal Data will be provided by: Chartered Manager Degree Apprenticeship Trial for WOs and NCOs, I Dev, D Pers, Blenheim Building, Army HQ, Marlborough Lines, ANDOVER SP11 8HJ <i>[insert the PT name (or equivalent source), address and contact details]</i></p>
Data Processor	<p>The Data Processor is the Contractor.</p> <p>The Personal Data will be processed at: <i>[insert location(s), address and contact details]</i></p>
Data Subjects	<p>The Personal Data to be processed under the Contract concern the following Data Subjects or categories of Data Subjects: All 30 x CMDA Apprentices of WO2 or CSgt and equivalent rank [Note: names cannot be confirmed until the Contract has been awarded and individuals have been selected] <i>[please specify]</i></p>
Categories of Data	<p>The Personal Data to be processed under the Contract concern the following categories of data: Cat A, B and C Data. Cat B and C are detailed in Special Categories. Cat A categories as listed below:</p> <p>Name</p> <p>Work/Business Address</p> <p>Work/Business Email</p> <p>Postcode</p> <p>Telephone numbers</p> <p>Date of Birth</p> <p>Service/Staff number</p> <p><i>[please specify]</i></p>
Special Categories of data (if appropriate)	<p>The Personal Data to be processed under the Contract concern the following special categories of data: Cat B (Protected Personal Data) and Cat C (Sensitive Personal Data) as listed below:</p> <p>Cat B: National Insurance Number</p> <p>Home Address</p> <p>Home Email</p> <p>Education/Qualification Details</p> <p>Financial Details</p>

	<p>Nationality</p> <p>Cat C:</p> <p>Sex/Gender</p> <p>Health Conditions</p> <p>Ethnicity</p> <p><i>[please specify]</i></p>
Processing operations	<p>The Personal Data to be processed under the Contract will be subject to the following basic Processing activities: The Contractor obtain, record, alter and retrieve personal data on the Army-owned MAYTAS database. There is also a requirement to disclose personal data in the form of the Individualised Learner Record to the Department for Education through the Education and Skills Funding Agency encrypted and password protected system. <i>[please specify]</i></p>
Special Technical and organisational Measures	<p>The following special technical and organisational measures to safeguard the Personal Data are required for the performance of this Contract: The data will be held in a secure database that is password protected. There is controlled access to the data and employees who can access the data have received data protection training and are aware of their obligations, ensuring access to the data is limited to those who need to know. The Project has an Data Management SOP, in line with ACSO 2190. This will ensure that the appropriate technical and organisational measures are in place against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data law principle 7 of the DPA 98. <i>[please specify]</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 Contract): All apprenticeship records will be retained by the Contractor for 7 years after all apprentices have completed. Records should then be disposed of by the Contractor. <i>[please specify]</i></p>
Date from which Personal Data is to be Processed	<p>Where the date from which the Personal Data will be processed is different from the Contract commencement date this should be specified here: From date of contract commencement. <i>[please specify]</i></p>