**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 the subject of a formal amendment to this Contract.

* + 1. The contact details of the Contracting Authority Data Protection Officer are: [dataprotection@ukri.org](mailto:dataprotection@ukri.org)
    2. The contact details of the Suppliers Data Protection Officer are: [Insert Contact details]
    3. The Supplier shall comply with any further written instructions with respect to processing by the Contracting Authority.

Any such further instructions shall be incorporated into this Schedule

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| **Description** | **Details** |
| Subject matter of the processing | Names and email addresses of ten panel process observers (PPOs) from the research and innovation community and a subset of EPSRC staff involved in convening panels will be shared with the Supplier. EPSRC will invite these subjects to training events, but it will be necessary to share names and contact details to allow the supplier to provide material and details ahead of the training. |
| Duration of the processing | Processing will not continue beyond contract date. Data will be shared once the observers and staff have been identified (after the beginning of the contract). |
| Nature and purposes of the processing | The purpose of the processing is to enable the sharing of training materials and information developed by the supplier with the subjects in order for them to participate in the training that the supplier has developed. The purpose of this training is to improve and evaluate EPSRC panel processes in line with our EDI Action Plan.  Names and email addresses will be collected by EPSRC and shared with the Supplier, who will store and use the data in order to contact the PPOs. |
| Type of Personal Data  please note specifically any fields of special category data (e.g. personal data revealing racial or ethnic origin; personal data revealing political opinions; personal data revealing religious or philosophical beliefs; personal data revealing trade union membership; genetic data; biometric data (where used for identification purposes);Finger prints, facial recognition; data concerning health; data concerning a person’s sex life; and data concerning a person’s sexual orientation) involved in the processing | Names and email addresses of ten panel process observers (PPOs) from the research and innovation community and a subset of EPSRC staff involved in convening panels will be shared with the Supplier |
| Categories of Data Subject | EPSRC Staff  Members of the research and innovation community |
| 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 supplier shall delete the data at the end of the contract. |
| Controls in place to prevent further use of the data | Use of the data for further use would be in breach of GDPR. We require the supplier to be GDPR compliant. |