

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.

Description	Details
Subject matter of the processing	The subject matter of the processing is stakeholder and events management for the Red Diesel Replacement programme.
Duration of the processing	Processing will take place from 13 th August 2021 for the duration of the contract, plus a 6-month Supplier retention period. The contract will end on 1 st October 2021.
Nature and purposes of the processing	The Supplier will store and use names of business contact details of staff at the Contracting Authority, the Supplier, and 3 rd parties as necessary to deliver the stakeholder engagement and events for the Red Diesel Replacement programme.
Type of Personal Data	Names, business telephone numbers and email addresses, and position of staff of the Contracting Authority, the Supplier, and 3 rd parties as necessary to deliver the Services and to undertake Contract and performance management.
Categories of Data Subject	Staff of the Contracting Authority and the Supplier, including where those employees are named within the Contract itself or involved within Contract management.
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	<p>The Personal Data will be retained by the Supplier for a 6-month retention period, following which the Supplier will delete the Personal Data 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 and the Supplier retention period. 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 Department's privacy notice found within the Procurement Documents.</p>