

OFFICIAL - COMMERCIAL

**SCHEDULE 18A**


**DATA PROCESSING**  
**(Processing, Personal Data and Data Subjects)**

**SCHEDULE 18A**

**DATA PROCESSING**

**1. PROCESSING, PERSONAL DATA AND DATA SUBJECTS**

- 1.1 The Supplier shall comply with any further written instructions with respect to processing by the Authority.
- 1.2 Any such further instructions shall be incorporated into this Schedule 18A.
- 1.3 The Supplier shall maintain an up-to-date record of this Schedule 18A. Changes to this Schedule 18A, which falls outside minor operational updates, shall be agreed by the Parties.

| Description                           | Details   |
|---------------------------------------|---|
| Subject matter of the processing      | CHDA delivers services to DWP under the Health and Disability Assessment Service (HDAS) Agreement.  |
| Duration of the processing            | Length of the Agreement   |
| Nature and purposes of the processing | <p>The primary focus of the Agreement relates to assessments delivered in relation to Employment and Support Allowance and Universal Credit as well as other benefits covered by the Agreement.</p> <p>Please see embedded file for more details about the processing of Personal Data and Special Categories of Personal Data.</p> <div style="text-align: center;">  <p><b>Record of Processing<br/>CHDA.XLSX</b></p> </div> |

|   |   |
|---|---|
| <p>Type of Personal Data</p>  | <p>Personal Data and Special Categories of Personal Data which identify individuals (including name, address, date of birth, NI number, and further information which relates to their health and/or disability). Payment account information also processed for the purposes of paying claimant expenses. Enhanced security measures apply to Special Categories of Personal Data). Such measures would include:</p> <ul style="list-style-type: none"> <li>• Secure methods of transit and storage for electronic and paper records.</li> <li>• Restriction of access to the data to only those need to have access to it.</li> </ul> |
| <p>Categories of Data Subject</p>   | <p>The services shall be provided to UK citizens who need to have access to it.</p>   |
| <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</p> | <p>Retention timescales agreed between DWP and CHDA for operational paper and electronic records are set in the Agreement.</p> <p>At end of contract, custodianship of records in CHDA possession would pass to or be securely transferred to any subsequent provider or DWP.</p>   |