

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	Collection of delegate event registration details.
Duration of the processing	Contract term: Wednesday, 17th November 2021 - Thursday, 31st March 2022
Nature and purposes of the processing	<p>Data of prospective event attendees/delegates will be collected and recorded, and used for the mailing of event details and to register event attendees on the day. The supplier will be required to share a copy of the details of those who register and attend for the event with UKRI.</p> <p>To aid with networking delegates will be asked when registering if they wish for their details to be made available to other delegates after the event, only the details of those who wish will be shared with other event attendees.</p>
Type of Personal Data	<p>Name, email, affiliation/employment organisation, company sector, phone number, job title, gender, age category, employment address</p> <p>Special Category data for monitoring purposes: Disability, Ethnic origin</p>
Categories of Data Subject	Event delegates, will include individuals working in industry, public sector, academic and government bodies with an interest in the event
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>All personal data to be deleted once it is no longer necessary for the purpose of the processing.</p> <p>Event registration lists including special category data to be deleted within a month of the event.</p>

	At the end of the contract the Supplier will be required to confirm to UKRI in writing that all personal data has been deleted.
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