

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	Access to the CMS and Phoenix case data to enable an interrogation of the dataset for feasibility testing of various analyses.
Duration of the processing	Access to the data will need to be granted for the duration of the contract and should be deleted upon contract completion.
Nature and purposes of the processing	<p>Acas is processing the data on two lawful bases:</p> <ul style="list-style-type: none"> • For 'ordinary' personal data – <i>'Task in the Public Interest' (Article 6(1)(e) GDPR) and 'the exercise of a function of the Crown...'</i> (Section 8(d) DPA 2018) • For 'special category' personal data – <i>'reasons of substantial public interest' (Article 9(2)(g) GDPR) and 'the exercise of a function of the Crown...'</i> (Section 6(2)(b) DPA 2018) <p>These two lawful bases are based on Acas' statutory duty to "promote the improvement of industrial relations" (TULRA) and to conciliate in industrial disputes, in this case by operating an Early Conciliation ('EC') service and by providing conciliation in Employment Tribunal applications ('post-ET1 conciliation'). In this case, the data access and processing is to enable the service to be optimized and provide a more streamlined and optimal service for the customer needs. The actual type of processing is dependent on what is deemed suitable after the initial phase of data discovery, but will all be within the guidance above.</p>
Type of Personal Data	The data supplied by Acas will include case name, outcome and jurisdictional track; claimant, employer & representative address, tel. no, fax, email; claimant gender, DOB, employment dates, job title and representative details (including Trade Union representative details where applicable, <i>from which the inference of</i>

	<p><i>Trade Union membership could plausibly be made – we are therefore regarding this as sensitive personal data).</i> All these data will be personal data but any results presented outside the research team will be aggregated and no single person able to be identified.</p>
Categories of Data Subject	<p>Claimants who submit an Acas EC notification, or their representatives (as appropriate) plus the corresponding potential claimant (or their representative); including those party to subsequent Employment Tribunal applications.</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>The data extracted, including all personal data will be deleted by the supplier(s) at the point of project completion. All identifiers (individual names, contact information and case IDs that would allow for retrospective joining of survey responses to case information) will be deleted by the supplier(s) as soon as analysis is completed and will not be contained within any analysis or reporting supplied to Acas.</p>