

**National Highways Limited**

**Scope**

**Data Protection**

**Annex 0**

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1.1 Schedule A – Processing, Personal Data and Data Subjects 5

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| DATA PROTECTION (SCHEDULE [A]) |
| Processing, Personal Data and Data Subjects |
| This schedule is completed by the *Client,* who may take account of the view of the *Consultants,* however the final decision as to the content of this schedule is the *Client’s and* at its absolute discretion. |
| 1. The contact details of the *Client’s* Data Protection Officer can be obtained from [dataprotectionadvice@highwaysengland.co.uk](mailto:dataprotectionadvice@highwaysengland.co.uk). |
| 2. The contact details of the *Consultant* Data Protection Officer or nominated lead are as per Contract Data part 2. |
| 3. The *Consultant* complies with any further instructions issued by the *Client* with respect to the processing of Data. |
| Any such further instructions are to be incorporated into this table. |
| |  |  | | --- | --- | | Description | Details | | Identity of the *Client* and *Consultant* | The Parties acknowledge that for the purposes of the Data Protection Legislation, the Client is the Data Controller and the Consultant is the Processor in accordance with the data protection Scope section. | | Subject matter of the processing | This should be a high level, short description of what the processing is about i.e. its subject matter  **Example**: The processing is needed in order to ensure that the Processor can effectively deliver the contract to provide a service to members of the public. | | Duration of the  processing | Clearly set out the duration of the processing including  dates | | Nature and purposes of  the processing | Please be as specific as possible, but make sure that you cover all intended purposes.  The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated  means) etc.  The purpose might include: employment processing,  statutory obligation, recruitment assessment etc | | Type of Personal Data | Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc | | Special category data – specifically list here any special category data within the Personal Data as this is especially sensitive. | | Categories of Data  Subject | Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc | | 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 | Describe how long the data will be retained for, how it be returned or destroyed | |