

Buyer this schedule is to be used in conjunction with the Data Protection requirement – GDPR – Please complete the ‘Details’ section in the below table.

PLEASE DELETE THIS PARAGRAPH BEFORE SENDING OUT TO SUPPLIERS

Appendix A (GDPR) - Processing, Personal Data and Data Subjects

1. The Contractor shall comply with any further written instructions with respect to processing by the Customer.
2. Any such further instructions shall be incorporated into this Schedule.

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| **Description** | **Details** |
| Subject matter of the  Processing | [This should be a high level, short description of what the processing is about i.e. its subject matter] |
| 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.] |
| 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] |