

## **SCHEDULE A to the GDPR Generic Standard Clauses**

### **GDPR - The General Data Protection Regulation**

#### **Schedule A Processing, Personal Data and Data Subjects**

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

#### **PROCESSING BY THE CONTRACTOR**

##### **A. Scope Description Details**

Subject matter of the processing

*The operator will be required to keep a range of sensitive personal information that will be used in the service delivery. This will include, names, addresses, Dates of Birth and contact information so that people using the service are accounted for and have contact details for the service.*

##### **B. Duration of the processing**

*The duration of this data requirement is from the start date of the operation of the service to end of contract.*

##### **C. Nature and purposes of the processing**

*The nature of the procession will include data collection of name, Date of birth, address and other contact details. The operator will need to gather, store and protect, retrieve dispose of data at the end of the agreed storage time. The operator will be required to use this personal data for the intended purpose as agreed related to the service.*

##### **D. Type(s) of Personal Data**

*Title  
First, middle names  
Surname  
Preferred name  
Phone  
Email  
Home address  
Location of sleep site*

##### **E. Categories of Data Subject**

*Staff paid  
Staff volunteers  
Visitors to the centre who are homeless in BCP  
Council staff for housing and social care*

*Staff from other organisations such as Dorset HealthCare or University Hospitals Dorset*

#### **F. Termination Provision**

*We will prepare a data sharing protocol that the Operator will sign up to before service commences and the Operator will return any data to us as set out in that agreement on termination.*