**D589873 -** **Collation and Analysis of Weather Impacts from social media**

1. **Information Sharing**

1.1 **Freedom of Information, Transparency, Environmental Information Regulations:** Bidders should be aware that, should they be awarded the Contract, the content of the Contract will be published by the Met Office to the general public in line with government policy set out in the Prime Minister’s letter of May 2010 (<https://www.gov.uk/government/news/letter-to-government-departments-on-opening-up-data>)

Before publishing the Contract, the Met Office may redact any information which would be exempt from disclosure if it was the subject of a request for information under the Freedom of Information Act 2000 (“the FOIA”) or the Environmental Information Regulations 2002 (“the EIR”).

The FOIA and the EIR provide a more general statutory right of access to information held by or on behalf of public authorities, including information provided by third parties such as suppliers. This right of access is subject to a number of exemptions, including confidential information and commercially sensitive information. Further details of the Met Office's policy on FOIA can be found on the Met Office web site <http://www.metoffice.gov.uk/corporate/legal/foi.html> click on Freedom of Information located at the bottom of the page.

**In order to assist the Met Office in applying the exemptions in the FOIA and the EIR, Bidders should complete the Bidder’s Commercially Sensitive Information Form at Annex A below, explaining which parts of their Tender they consider to be commercially sensitive. Bidders are also requested to include on the Form the details of a named individual who may be contacted with regard to FOIA and EIR.**

Bidders should note that, while their views will be taken into consideration, the ultimate decision whether to publish or disclose information provided to the Met Office lies with the Met Office. Bidders are advised to give as much detail as possible on the Form. It is highly unlikely that a Tender will be exempt from disclosure in its entirety. Should the Met Office decide to publish or disclose information against the wishes of a Bidder, the Bidder will be given prior notification.

1.2 **Sharing of Information with Government:** All Central Government Departments and their Executive Agencies and Non-Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, the Met Office may disclose within Government any of the Contractor's documentation/information (including any that the Contractor considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Contractor to the Authority during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this competition consent to these terms as part of the competition process.

**ANNEX A – Bidder’s Commercial Sensitive Information Form**

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| --- |
| ITT Ref No: |
| Description of Contractor Sensitive Information: |
| Reference(s) of where can be found in ITT response: |
| Explanation of Sensitivity:  |
| Details of potential harm resulting from disclosure: |
| Period of Confidence (if applicable): |
| Contact Details for Transparency/Freedom of Information mattersName:Position:Address:Telephone Number:Email Address: |

\*Bidders should note that the suppliers company details may be released under the FOIA or the EIR, whether successful or unsuccessful at any stage of the tender process.

Bidders should be clear throughout the process in stating what information they reasonably consider to be commercially sensitive.

1. **Government Data Protection Regulations (GDPR)**

New data protection legislation ([GDPR](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN)) comes into force 25 May 2018, which aims to protect the privacy of all EU citizens and prevent data breaches. For contracts which involve the processing of personal data, The Met Office must set out, in each contract, details of the nature, scope and duration of the data processing, and impose specific obligations on the Processor (Supplier), including:

i) the legal obligation to formalise working relationships with the Processor in contracts where processing of personal data is to be carried out by a third party on behalf of the Controller (see GDPR Article 28 );

ii) a requirement to create and maintain records of processing activities (see GDPR Article 30(2) ); and

iii) use only Processors who provide guarantees to implement appropriate technical and organisational measures that are sufficient to secure that the processing will (a) meet the requirements of the GDPR and (b) ensure the protection of the rights of the data subject.

All suppliers processing personal data must complete the following Annex and return with their bid.

# Annex B : Schedule of 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.

|  |  |
| --- | --- |
| **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]* |