Appendix 9

Data Processing Schedule

1.   The Processor shall comply with any further written instructions with respect to processing by the Controller.

2.   Any such further instructions shall be incorporated into this Appendix.

Identity of the Controller and Processor

The Parties acknowledge that for the purposes of the Data Protection Legislation, the Purchaser is the Controller and the Provider is the Processor in accordance with Clause 13.1.

Description	Guidance	Supplier Response
Subject matter of the processing	*This should be a high level, short description of what the processing is about e.g. employees, service users*	
Duration of the processing	*For example, for the duration of the contract including any extension or in accordance with instructions from the Council*	
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 by automated means) etc.* *The purpose might include employment processing, statutory obligation, recruitment assessment etc*	

Type of Personal Data	*For example, name, address, date of birth, NI number, contact details, pay, images, job status biometric data etc.*	
Categories of Data Subject	*For example, Service Users, Staff (including volunteers), 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 will be returned or destroyed*	

Your Name:

Organisation/Supplier Name:

Date:

Authorised Signature: