ANNEX to SCHEDULE 'A' GDPR - The General Data Protection Regulation

The Contractor shall, in addition to complying with Schedule A and their own duties as Data Processor under the GDPR, comply with this Annex which shall serve as evidence of the requisite arrangement and agree that it describes the relationship the Joint Data Controllers have established to conform with Article 26 of the GDPR.

Article 26 Joint controllers

"Where two or more controllers jointly determine the purposes and means of processing, they shall be joint controllers [t]hey shall in a transparent manner determine their respective responsibilities for compliance with the obligations under this Regulation, in particular as regards the exercising of the rights of the data subject and their respective duties to provide the information referred to in Articles 13 and 14, by means of an arrangement between them [….]".

The arrangement shall duly reflect the respective roles and relationships of the joint controllers vis-à-vis the data subjects.

DATA CONTROLLERSHIP ACTIVITIES OF THE COMMISSIONER

1. Data Controller activities are as described within Schedule A.

DATA CONTROLLERSHIP ACTIVITIES OF THE CONTRACTOR

A. Contact Point for data subjects

Irrespective of the terms of this Arrangement the data subject may exercise his or her rights under the GDPR in respect of and against each of the Controllers. However, in the first instance, the data subject should contact the following person regarding any data queries or complaints:-

The Service Provider to *insert name of complaints officer and full contact details.*

BCP Council must insert the contact details of the person whom data subjects should contact – a nominated representative from either the contractor or the council.

B. Nature and purposes of controlling the data

Nature of processing will include collection, recording, organising, structuring, storage, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restrictions and erasure or destruction, testing and developing software solutions.

Such processes will be carried out using secure systems with password protection and encryption to ensure the safety of the data associated with the operation of a mobile telephone

parking payment service with the option to extend to provide e-permit solutions and cash alternative facility *according to Data Protection 2018 legislation.*

Where data is transferred between the Service Provider and the Council it is to be done using secure password protected and/or encrypted methods.

The purposes of processing will be

- *To obtain information to enable a customer to purchase or extend a parking session at on and off street locations within the BCP Council area*
- *To take payment details using secure payment methods complaint with PCI-DSS regulations*
- *To manage customer complaints*
- *To maintain financial records*
- *To collate data for reporting purposes to enable enforcement, statistical trend analysis and traffic management*
- *To charge the applicable amount depending on the Council parking policies and tariffs*
- *To test and develop new systems functionality, including but not limited to client interfaces, data aggregation and travel planning applications and core system functionality.*

*[**Insert here** as specific as possible, but make sure that you cover all intended purposes. The purpose might include: employment processing, statutory obligation, recruitment assessment etc].*

C. Type(s) of Personal Data

- Vehicle Registration Number
- Name
- Email address
- Card Payment details

D. Categories of Data Subject

Members of the public and companies

E. Existence of automated decision making, including profiling

N/A

F. Where can this Arrangement be made available to data subjects?

The essence of the arrangement must be made available to data subjects.

You need to identify with the data subject where they will get access to this arrangement or how they will be informed of the content of this arrangement.

Information how Bournemouth Council processes your data is contained in our Privacy Statement

Information on how the Cashless Parking Provider processes your data is contained in their respective documents.

G. Notices to be provided to data subjects

Describes the types of notices and where applicable append these to this annex. *Privacy notices.*

You can find information on the Council's and Service Providers policies by following these links

https://www.bcpcouncil.gov.uk/ privacy

Information on Service Providers Privacy Notice Statement can be found here

Service provider to enter the web address of their privacy statement

H. Termination Provision

Plan for return and destruction of the data once the processing is complete UNLESS there is a requirement under EU or member state law to preserve that type of data or at the written direction of the Council, the Contractor shall delete or return Personal Data and copies thereof to the Council on termination of the agreement unless required by Applicable Law to store the Personal Data

Data shall be held only for as long as necessary in accordance with the provisions of Data Protection act 2018. The Service Provider shall notify The Council of its Data Retention Periods and agree with the Authority any changes or alternative Data Retention Periods in writing

*[**Describe** how long the data will be retained for, how it be returned or destroyed].*

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