**SCHEDULE 4**

**Processing, Personal Data and Data Subjects**

1 The Service Provider shall comply with any further written instructions with respect to processing by the Council.

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

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| **Description** | **Details** |
| Subject matter of the processing | Engaging and providing advice to residents.  |
| Duration of the processing | Four years from the date of the contract |
| Nature and purposes of the processing | Records of engagement to ensure there is an audit trail of all communication with residents, including written summaries from meetings and drop-in sessions. The purpose is to enable residents of an estate to interact fully and play an informed role in the regeneration of their homes and the surrounding estate.  |
| Type of Personal Data | Name, postal address, telephone number, email address.  |
| Categories of Data Subject | Residents  |
| 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 | The data should be permanently and irreversibly destroyed when the agreed duration to provide independent and impartial advice to residents has ceased.  |