

Schedule X to terms and conditions for the supply of associate and personally engaged associate services

Processing, personal data and data subjects

1. The contact details of the College of Policing Data Protection Officer are College Data.Protection@college.police.uk
2. The Processor shall comply with any further written instructions with respect to processing by the Controller.
3. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Subject matter of the processing	<p>College Associates are a flexible resource that help design and deliver our services, products and support professional development across the service.</p> <p>College Associates provide current, relevant and specialist skills and knowledge, which complement those of our permanent, contracted, and seconded staff, providing additional capacity to meet our demand.</p> <p>Associates are engaged for specific, short-term, ad hoc, and discrete pieces of work.</p>
Duration of the processing	<p>Only for as long as necessary:</p> <ol style="list-style-type: none"> a. for pre assessment administration, during the selection and assessment process and submission to post selection and assessment administration, and for the purposes of feedback to candidates where applicable b. for pre course administration, in course delivery and assessment, and submission to post course administration

Description	Details
	<p>c. during the analysis, development, including pilot/review of delivery and the evaluation of learning or assessment projects, and</p> <p>d. for the period engaged in a scope of work, or Associates pool</p>
Nature and purposes of the processing	<p>a. Where necessary to achieve the outcomes of the assessment process, Associates may collect personal identifying information (PII), application form responses and other prior assessments of candidates. This information must only be used for the purposes of assessment of the candidate, contribution to assessment process design or provision of feedback and in line with the assessment process specifications.</p> <p>b. Associates may be required to record activity and observations, assess a candidate's performance, detail assessment results, compile course reports and nominate qualification certificates for individual delegates.</p> <p>c. Associates are required to submit reports as described above, securely and appropriately marked, to the College of Policing. Reports must not be shared with any other party, other than the candidate's own force or organisation, as specified in a selection and assessment programme.</p> <p>d. Where necessary to achieve the desired course outcomes, or to liaise with officers and staff, for the purposes outlined above Associates may collect contact details of a candidate's force/organisation.</p> <p>e. To facilitate this contract, Associates will collect contact information of College staff, customers of the College of Policing and other Associates engaged in a scope of work or Associate pool.</p>

Description	Details
	<p>The lawful basis for processing personal data will be for one or more of the following:</p> <ul style="list-style-type: none"><li data-bbox="480 421 1209 459">▪ Article 6(1)(b), for the performance of a contract.<li data-bbox="480 488 1398 577">▪ Article 6(1)(e), to perform a task in the public interest or in the exercise of official authority in our capacity as a public body.<li data-bbox="480 607 1445 808">▪ Where special category data is processed, in addition to a UK GDPR Article 6(1) Processing Condition being met, one of the following UK GDPR Article 9(2) Special Processing Conditions and Schedule 1 Part 2 substantial public interest condition apply.<li data-bbox="480 837 1437 1039">▪ (6) Statutory etc and government purposes – the sharing is necessary for a function conferred on a person by an enactment or rule of law and is necessary for reasons of substantial public interest.<li data-bbox="480 1068 1437 1382">▪ (8) Equality of opportunity or treatment – the sharing is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained.<li data-bbox="480 1411 1437 1612">▪ (9) Racial and ethnic diversity at senior levels of organisations – the sharing is necessary for the purposes of promoting or maintaining diversity in the racial and ethnic origins of individuals who hold senior positions in the organisation.

Description	Details
Type of personal data	<ul style="list-style-type: none"> ▪ Name ▪ Force/organisation ▪ Rank ▪ Collar or organisation number ▪ Email address ▪ Mobile/landline telephone numbers ▪ Application form details ▪ Prior assessment reports ▪ Driving licence details ▪ Age ▪ Disability ▪ Gender/reassignment ▪ Marriage and civil partnership ▪ Pregnancy and maternity ▪ Race ▪ Religion or belief ▪ Sexual orientation ▪ Dietary preferences
Categories of data subject	<ul style="list-style-type: none"> ▪ Candidates/delegates ▪ Assessors ▪ Police officers ▪ Police staff ▪ College staff and contractors ▪ Associates

<p>Security and storage</p>	<p>As a supplier, an Associate is responsible for the appropriate secure storage of any data obtained in any format for the purposes of this contract and must comply with data protection legislation (UK General Data Protection Regulation and the Data Protection Act 2018) and be able to demonstrate this.</p> <p>The Supplier must ensure any personal data is managed properly to ensure that it provides the greatest benefit, as well as being protected from loss or unauthorised alteration or disclosure.</p> <p>The Supplier is responsible for protecting, storing, sharing and deleting Customer data in accordance with its sensitivity and classification, and ensuring it is only retained in accordance with agreed retention with the Customer and this schedule.</p> <p>All data, including personal data, should be stored and processed in the European Economic Area (EEA) unless the Supplier has express written permission of the Customer to undertake these activities elsewhere.</p>
<p>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</p>	<p>At the Authority's/Customer's/College's choice, the supplier must return to the Authority/Customer/College all the personal data it has been processing for it; and delete existing copies of the personal data in a secure manner unless UK law requires it to be stored.</p>