



National Highways Limited

Scope

Data Protection

Annex 06

CONTENTS AMENDMENT SHEET

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1 DATA PROTECTION (SCHEDULE [A])	
1.1 Processing, Personal Data and Data Subjects	
This schedule is completed by the <i>Client</i> , who may take account of the view of the <i>Contractor</i> , however the final decision as to the content of this schedule is the <i>Client's</i> and at its absolute discretion.	
1. The contact details of the <i>Client's</i> Data Protection Officer is (dataprotectionadvice@nationalhighways.co.uk).	
2. The contact details of the <i>Contractor</i> Data Protection Officer or nominated lead are as per Contract Data part 2.	
3. The <i>Contractor</i> complies with any further instructions issued by the <i>Client</i> with respect to the processing of Data.	
Any such further instructions are to be incorporated into this table.	
Description	Details
Identity of the <i>Client</i> and <i>Contractor</i>	The Parties acknowledge that for the purposes of the Data Protection Legislation, the <i>Client/Purchaser</i> is the Data Controller and the <i>Contractor/Consultant/Supplier</i> is the Processor in accordance with in accordance with the Data Protection Scope section.
Subject matter of the processing	[This should be a high level, short description of what the processing is about i.e. its subject matter] [Example: The processing is needed in order to ensure that the Processor can effectively deliver the contract to provide a service to members of the public].
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]

	[Special category data – specifically list here any special category data within the Personal Data as this is especially sensitive.]
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]

2 SCHEDULE FOR JOINT DATA CONTROLLER AGREEMENTS	
2.1 Schedule [B]) - Joint Data Controller Agreement	
This schedule is to be completed by the <i>Client</i> , who may take account of the view of the <i>Contractor</i> . However, the <i>Contractor</i> acknowledges the final decision as to the content of this schedule is the <i>Client's</i> decision at its absolute discretion.	
1. The contact details of the <i>Client's</i> Data Protection Officer is (dataprotectionadvice@highwaysengland.co.uk).	
2. The contact details of the <i>Contractor</i> Data Protection Officer or nominated lead is in Contract Data part 2.	
3. List any further parties to this schedule.	
4. The <i>Contractor</i> , and any other parties, complies with any further instructions with respect to processing by the <i>Client</i> .	
[Guidance: insert only where Joint Data Controller applies in Schedule [A])	
3.1.1	<p>In this schedule the Parties outline each Party's responsibilities for</p> <ul style="list-style-type: none"> • providing information to Data Subjects under article 13 and 14 of the General Data Protection Regulation (see link in Annex 02), • responding to Data Subject Access Requests under articles 15-22 of the General Data Protection Regulation (see link in Annex 02), • notifying the Information Commissioner Office (and Data Subjects) where necessary about data breaches, • maintaining records of processing under article 30 of the General Data Protection Regulation (see link in Annex 02), • carrying out any required Data Protection Impact Assessment and • who is the point of contact for Data Subjects.
3.1.2	The <i>Client</i> publishes the required details of this relationship.