

SCHEDULE 6: PROCESSING, PERSONAL DATA AND DATA SUBJECTS

1. The Contractor shall comply with any further written instructions with respect to processing by the Authority.
2. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Subject matter of the processing	Contact details of registered attendees for the event. Contact details of competition attendees Contact details of 'exhibitors' i.e. contact details of staff working in organisations who wish to exhibit at the London Upcycling Show.
Duration of the processing	23 July 2018 to 31 March 2019
Nature and purposes of the processing	Purposes - In order to deliver the contract, contract management and to provide event and update information Nature of processing - collection, recording, organisation, storage, retrieval, and use,
Type of Personal Data	Contact details name, email address, phone and borough in which the person lives for attendees and competition entrants Contact details: name, organisation, email address, phone and possibly postal address for contractors and exhibitors
Categories of Data Subject	Staff, contractors, exhibitors , members of the public,
Plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	Retained until the end of the contract and then possibly transferred to NLWA and retained in line with NLWA's personal data retention policy.
Sub-contractors (Third Party Processors)	To be completed by the successful contractor, but unlikely to be included and therefore 'Not Applicable'
Transfer outside the European Economic Area	No.