



Schedule X to corporate associate terms and conditions and personally engaged associate terms and conditions

Processing, personal data and data subjects

1. The contact details of the College of Policing Data Protection Officer is Data.Protection@college.pnn.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	Personal data as appropriate of: <ol style="list-style-type: none">a. candidates undertaking selection and assessmentb. course delegates necessary for administration of their course attendance, and where applicable their assessment of performance and attainment of qualificationc. officers and staff of police forces and other organisations, with whom it is necessary to liaise with when producing learning or assessment products, andd. College staff, customers, and other Associates engaged in a scope of work, or associates pool.
Duration of the processing	Only for as long as necessary: <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 applicableb. for pre course administration, in course delivery and assessment, and submission to post course administrationc. during the analysis, development, including pilot/review of delivery and the evaluation of learning or assessment projects, andd. for the period engaged in a scope of work, or Associates pool.

Schedule X to corporate associate terms and conditions and personally engaged associate terms and conditions

Description	Details
Nature and purposes of the processing	<p>a. Where necessary to achieve the outcomes of the assessment process Associates may collect names, personal identifiers, candidate numbers, application form responses and other prior assessments. This information may only be used for the purposes of assessment of the candidate, contribution to assessment process design, or provision of feedback if necessary and in line with the assessment process specifications. Reports and data will be submitted to the College of Policing staff and may not be shared with any other party other than the candidates own force or organisation as specified in a selection and assessment programme.</p> <p>b. Where necessary to achieve the desired course outcomes, Associates may collect names, personal identifiers, and force/organisation contact details. Associates may record activity and observations, assess delegates' performance, detail assessment results, compile course reports and nominate qualification certificates for individual delegates. Reports and data will be submitted to College of Policing staff and may only be shared with programme sponsors/force in accordance with course specification and College Terms of Reference.</p> <p>c. Where it is necessary to liaise with officers and staff for the purposes outlined above, Associates may collect names, personal identifiers, and force/organisation contact details. Reports and data will be submitted to the College of Policing staff and may only be shared with programme sponsors/force in accordance with design/course specification and College Terms of Reference.</p> <p>d. For contact with College staff, customers, and other Associates engaged in a scope of work or Associate pool.</p>
Type of personal data	<p>Names, Personal identifier, force/organisation, rank and force/organisation number, contact details including email and mobile/landline numbers, application form details and prior assessment reports, and where applicable driving licence details of:</p> <p>a. Candidates and assessors</p> <p>b. delegates</p> <p>c. individuals involved in learning and assessment design projects, and</p> <p>d. College staff, customers and other Associates engaged in a scope of work or an Associate's pool.</p>

Schedule X to corporate associate terms and conditions and personally engaged associate terms and conditions

Description	Details
Categories of data subject	<p>a. Police officers and staff undertaking selection and assessment; candidates to become police officers or staff.</p> <p>b. Delegates of courses and assessment (Customers and College Staff).</p> <p>c. Police staff and officers, other individuals involved in learning design projects.</p> <p>d. College staff, customers and other Associates engaged in a scope of work or an Associate’s pool.</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>Associates will return data to College staff who will retain in accordance with the College Retention Policy.</p> <p>For Police training and assessment specifically:</p> <ul style="list-style-type: none"> • a 30 year retention period will be applied to police* training records (career progression and operational competency) from the date that the training, accreditation or assessment took place. Such training records, dated prior to 15 May 1988, will be deleted** • a 3 year retention period will be applied to all other training records. Any of these records, dated prior to 15 May 2015, will also be deleted**. <p>*includes police staff, police officers, special constables and volunteers</p> <p>**with the exception of records captured by public inquiries and records uploaded by members onto their College Membership profiles</p> <p>For Contact details for College staff, customers, or Associates for the duration of the scope of work or the period of being in an Associate pool as necessary.</p>