

NOTE: The lists of examples in this document are substantially extracted from the ICO’s extensive guidance on completing the EU Standard Contractual Clauses. Despite Brexit and the passage of time, extracts from these documents still form the clearest and shortest list of options for completing your form.

Using these lists will also help you make sure that you are clearly describing the data processing to be done under your contract. We have revised, rearranged and referenced the material for ease of use with KoffeeKlatch contracts.

CONTENTS – identifying the “Sample Lists” in this document

1. THE CLIENT AND THE SUPPLIER ORGANISATIONS AND THEIR ACTIVITIES	2
Section A: Sample Organisation/Business Type	2
Section B: Sample Relevant Data Controller Activities Supported by Data Processor	3
Section C: Sample Relevant Data Processor/Importer’s Activities for the Data Controller/Exporter	5
2. THE DATA SUBJECTS.....	6
Section D: Sample Categories of Data Subject	6
3. CATEGORIES OF DATA	7
Section E: Sample Categories of Data	7
4. SPECIAL CATEGORIES OF DATA (IF APPROPRIATE)	7
Section F: Special Categories of Data	7
5. PROCESSING OPERATIONS.....	8
Section G: Sample Descriptions of Processing Activities.....	8



1. THE CLIENT AND THE SUPPLIER ORGANISATIONS AND THEIR ACTIVITIES

The contract paperwork must specifically contain information about each organisation's activities that are 'relevant to the transfer' of personal data.

The ICO explains that this can be done by a combination of some or all of:

Describing the business or organisation type;

- The ICO has given a list of examples, that are set out in section A below.
 - It will often be simplest just to explain in two or three words what each organisation does. You do not have to use one of the categories on the list if it does not suit your business.
- NOTE: you don't have to include a "Section A" item.
 - The vital point is to pick items from section B for the Client/Data Controller, and items from section C for the Supplier/Data Processor.

Section A: Sample Organisation/Business Type

- | | |
|----------------------------------------|---------------------------------------------------------|
| • Central government | • Membership association |
| • Charitable and voluntary | • Political |
| • Education and childcare | • Regulators |
| • Finance, insurance and credit | • Religious |
| • General business | • Research |
| • Health | • Retail and manufacture |
| • IT, digital, technology and telecoms | • Social care |
| • Justice and policing | • Trade, employer associations, and professional bodies |
| • Land and property services | • Traders in personal data |
| • Legal and professional advisers | • Transport and leisure |
| • Local government | • Utilities and natural resources |
| • Marketing and research | • Other – add details |
| • Media | |

Describing the functions/activities that the Data Controller (Client) is using the Data Processor (Supplier) to support.

- The ICO's list of suggestions is in Section B below.
 - The first part (B:1) contains three general standard business activities which will cover many situations.
 - The second part (B:2) provides a much more detailed list of suggestions.
 - If you need to, provide your own brief description for functions or activities not included in these lists.
 - Make sure you describe the activities that are being supported, so it is clear what is and is not to be done.
 - It is fine to pick multiple elements from these lists to make sure your description is clear.



Section B: Sample Relevant Data Controller Activities Supported by Data Processor

B:1 Standard Business Activities

- Staff administration, including permanent and temporary staff, including appointment or removals, pay, discipline; superannuation, work management, and other personnel matters in relation to the data controller/exporter's staff.
- Advertising, marketing and public relations of the data controller/exporter's own business or activity, goods or services.
- Accounts and records, including
 - keeping accounts relating to the data controller/exporter's business or activity;
 - deciding whether to accept any person or organisation as a customer;
 - keeping records of purchases, sales or other transactions, including payments, deliveries or services provided by the data controller/exporter or to the data controller/exporter;
 - keeping customer records
 - records for making financial or management forecasts; and
 - other general record keeping and information management.

B:2 Other activities

- Accounting and auditing services
- Administration of justice, including internal administration and management of courts of law, or tribunals and discharge of court business.
- Administration of membership or supporter records.
- Advertising, marketing and public relations for others, including public relations work, advertising and marketing, host mailings for other organisations, and list broking.
- Assessment and collection of taxes, duties, levies and other revenue
- Benefits, welfare, grants and loans administration
- Canvassing, seeking and maintaining political support amongst the electorate.
- Constituency casework on behalf of individual constituents by elected representatives.
- Consultancy and advisory services, including giving advice or rendering professional services, and the provision of services of an advisory, consultancy or intermediary nature.
- Credit referencing, including the provision of information by credit reference agencies relating to the financial status of individuals or organisations on behalf of other organisations
- Data analytics, including profiling
- Debt administration and factoring, including the tracing of consumer and commercial debtors and the collection on behalf of creditors, and the purchasing of consumer or trade debts from business, including rentals and instalment credit payments.
- Education, including the provision of education or training as a primary function or as a business activity.
- Financial services and advice including the provision of services as an intermediary in respect of any financial transactions including mortgage and insurance broking
- Fundraising in support of the objectives of the data controller/exporter



- Health administration and services, including the provision and administration of patient care.
- Information and databank administration, including the maintenance of information or databanks as a reference tool or general resource. This includes catalogues, lists, directories and bibliographic databases.
- Insurance administration including the administration of life, health, pensions, property, motor and other insurance business by an insurance firm, an insurance intermediary or consultant
- IT, digital, technology or telecom services, including use of technology products or services, telecoms and network services, digital services, hosting, cloud and support services or software
- Journalism and media, including the processing of journalistic, literary or artistic material made or intended to be made available to the public or any section of the public.
- Legal services, including advising and acting on behalf of clients.
- Licensing and registration, including the administration of licensing or maintenance of official registers.
- Not-for-profit organisations' activities, including
 - establishing or maintaining membership of or support for a not-for-profit body or association, and
 - providing or administering activities for individuals who are either members of the not-for-profit body or association or have regular contact with it.
- Pastoral care, including the administration of pastoral care by a vicar or other minister of religion.
- Pensions administration, including the administration of funded pensions or superannuation schemes.
- Procurement, including deciding whether to accept any person or organisation as a supplier, and the administration of contracts, performance measures and other records.
- Private investigation, including the provision on a commercial basis of investigatory services according to instruction given by clients
- Property management, including the management and administration of land, property and residential property, and the estate management of other organisations.
- Realising the objectives of a charitable organisation or voluntary body, including the provision of goods and services in order to realise the objectives of the charity or voluntary body.
- Research in any field, including market, health, lifestyle, scientific or technical research.
- Security of people and property, including using CCTV systems for this purpose.
- Trading/sharing in personal information, including the sale, hire, exchange or disclosure of personal information to third parties in return for goods/services/benefits.
- Other activities (please provide details).

Describing the activities that the Processor will perform for the Controller/Client.

- The ICO's list of suggestions is in Section C below.
- There's a good list, which is highly likely to cover most situations ... but it's not a complete list and it's fine to add your own description for special services. The ICO recognises that this may be needed, by including as the final item on their list - "Other services (please provide details)".



Section C: Sample Relevant Data Processor/Importer's Activities for the Data Controller/Exporter

- Accounts and records services, including
 - keeping accounts;
 - deciding whether to accept any person or organisation as a customer
 - keeping records of purchases, sales or other transactions, including payments, deliveries or services provided by the data controller/exporter or to the data controller/exporter;
 - records for making financial or management forecasts
 - other general records and information management services.
- Administration services relating to membership or supporter records.
- Advertising, marketing, and public relations services.
- Auditing services
- Facilities management services, including cleaning, catering, reception, security, maintenance, gardening, events management, business travel, meetings, vehicle hire, copying, printing and post services.
- Benefits, grants and loans administration services.
- Consultancy and general advisory services.
- Debt administration and factoring services, including the tracing of consumer and commercial debtors and the collection on behalf of creditors.
- Education or training services.
- Financial services administration and advice services including the provision of services as an intermediary in respect of any financial transactions including mortgage and insurance broking.
- Fundraising services.
- Health administration and health services, including the provision and administration of patient care.
- Information and databank administration, including the maintenance of information or databanks as a reference tool or general resource. This includes catalogues, lists, directories and bibliographic databases.
- Insurance administration including the administration of life, health, pensions, property, motor and other insurance business.
- IT, digital, technology or telecom services, including provision of technology products or services, telecoms and network services, digital services, hosting, cloud and support services or software licensing
- Legal administration and legal support services.
- Licensing and registration services, including the administration of licensing or maintenance of official registers.
- Media services.
- Pensions administration, including the administration of funded pensions or superannuation schemes.
- Property management services, including the management and administration of land, property and residential property, and the estate management of other organisations.



- Procurement services, including deciding whether to accept any person or organisation as a supplier, and the administration of contracts, performance measures and other records.
- Provision of temporary and agency staff.
- Research and development services, including market, health, lifestyle, scientific or technical research.
- Services in relation to the assessment and collection of taxes, duties, levies and other revenue.
- Services in relation to trading/sharing in personal information, including the sale, hire, exchange or disclosure of personal information to third parties in return for goods/services/benefits.
- Staff administration services, including appointment or removals, pay, discipline; superannuation, training, employee benefits, work management, and other personnel matters in relation to the data controller/exporter's staff.
- Other services (please provide a description)

2. THE DATA SUBJECTS

It's important to identify all the categories of data subject about whom personal data will be processed. Make sure that the Data Controller has confirmed that all potential categories are included in the Data Processing Form (at field number 11).

The ICO's list of possible categories is in Section D below. You may very well need to import more than one of these categories into the Data Processing Form.

Each category includes current, past and prospective data subjects. Where any of the relevant categories is itself a business or organisation, it includes their staff.

Section D: Sample Categories of Data Subject

- staff including volunteers, agents, temporary and casual workers
- customers and clients (including their staff)
- suppliers (including their staff)
- members or supporters
- shareholders
- relatives, guardians and associates of the data subject
- complainants, correspondents and enquirers;
- experts and witnesses
- advisers, consultants and other professional experts
- patients
- students and pupils
- offenders and suspected offenders
- other (please provide details of other categories of data subjects)



3. CATEGORIES OF DATA

The ICO have set out a useful list of standard descriptions of categories of data.

See section E below. At least one (and more if needed) of the categories must be included in field number 12 on the Data Processing Form.

Section E: Sample Categories of Data

- Personal details, including any information that identifies the data subject and their personal characteristics, including: name, address, contact details, age, date of birth, sex, and physical description.
- Personal details issued as an identifier by a public authority, including passport details, national insurance numbers, identity card numbers, driving licence details.
- Family, lifestyle and social circumstances, including any information relating to the family of the data subject and the data subject's lifestyle and social circumstances, including current marriage and partnerships, marital history, details of family and other household members, habits, housing, travel details, leisure activities, and membership of charitable or voluntary organisations.
- Education and training details, including information which relates to the education and any professional training of the data subject, including academic records, qualifications, skills, training records, professional expertise, student and pupil records.
- Employment details, including information relating to the employment of the data subject, including employment and career history, recruitment and termination details, attendance records, health and safety records, performance appraisals, training records, and security records.
- Financial details, including information relating to the financial affairs of the data subject, including income, salary, assets and investments, payments, creditworthiness, loans, benefits, grants, insurance details, and pension information.
- Goods or services provided and related information, including details of the goods or services supplied, licences issued, and contracts.
- Personal data relating to criminal convictions and offences.
- Other (please provide details of other data categories).

4. SPECIAL CATEGORIES OF DATA (if appropriate)

If no special category data is being processed, then the Data Controller confirm this in the Data Processing Form field number 13 – by entering "none". If special category data is to be processed, all the relevant categories should be listed.

The special category data types are set out in section F below.

Section F: Special Categories of Data

Personal data which is on, which reveals, or which concerns:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data (if used to identify a natural person)
- health
- sex life or sexual orientation
- criminal convictions and offences



5. PROCESSING OPERATIONS

The contract must state what data processing operations are being performed by the Data Processor on the personal data being transferred by the Data Controller.

You must include on the Data Processing Form (at field number 14) at least one of the sample items below in Section G, and as many as you need to describe accurately the processing that the Data Processor will be doing for the Client/Data Controller.

If some activity that will take place on the data is not included on the list, make sure to include a brief description in your own words.

Section G: Sample Descriptions of Processing Activities

- Receiving data, including collection, accessing, retrieval, recording, and data entry
- Holding data, including storage, organisation and structuring
- Using data, including analysing, consultation, testing, automated decision making and profiling
- Updating data, including correcting, adaptation, alteration, alignment and combination
- Protecting data, including restricting, encrypting, and security testing
- Sharing data, including disclosure, dissemination, allowing access or otherwise making available
- Returning data to the data controller/exporter or data subject
- Erasing data, including destruction and deletion
- Other (please provide details of other types of processing)