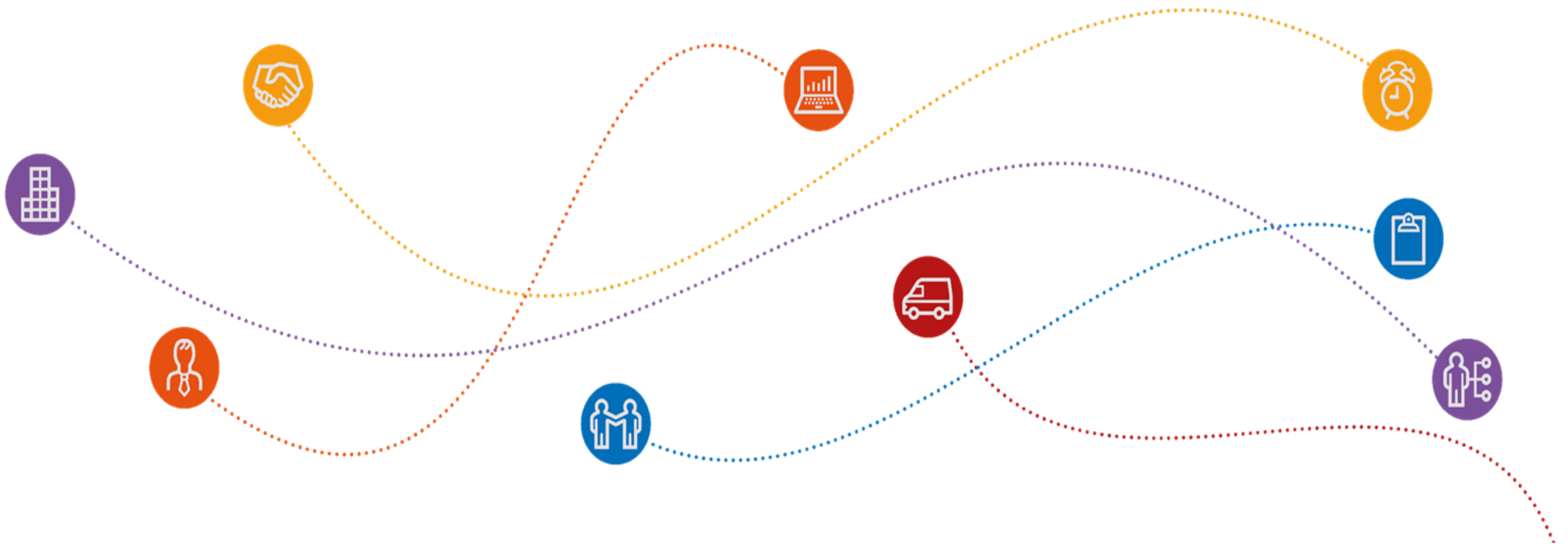




Crown  
Commercial  
Service

# Welcome to **Estates** **Professional Services**

(RM3816)



# Estates Professional Services- Considering GDPR

Within the Buildings category and across CCS, an assessment was undertaken in order to establish the extent to which they included personal data processing at a Commercial Agreement level. The assessment covered the type of personal data held, i.e. name, address, date of birth, NI number, telephone number, pay, biometric data etc., and, if appropriate, the nature and purpose of any processing associated to the personal data.

For the Buildings category each Commercial Agreement was categorised as a 'low' risk as there is minimal or no personal data involved. It was therefore assessed that no change was required to the existing Commercial Agreement contract terms. It is possible that CCS may determine a Commercial Agreement to be low risk, however, a customer may determine a call-off contract from that same Commercial Agreement to be medium/high risk.

GDPR, with it being a legislative change, all CCS Suppliers have been written to in order to reference the change in law from 25th May 2018 and the impact on the framework agreement. With reference to the call off contract for RM3816, section 10.10 refers to Data Protection which then refers to a clause 34.2.3 in the contract. If appropriate, this can be amended to add in additional clauses as detailed within the PPN which are relevant to you and your organisation, depending on the level of Data that is to be handled.

The PPN includes standard clauses that can be considered and, if appropriate, can be included to reflect your specific data protection requirements. This will ensure your organisations and the supplier(s) compliance with the new Data Protection Act. These clauses point to a new Schedule in which you must specify what type of personal data can be processed in the contract.

Prior to making any changes in line with the PPN, we encourage you to consult your data protection officer and, if appropriate, consider taking legal advice before doing so.

Please see below a Customer Tool Kit which explains in more detail and provides templates as well.

[https://www.gov.uk/government/publications/gdpr-customer-toolkit-guidance?utm\\_source=f8d7f632-0156-4556-a97e-e843e1f1d3a9&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=weekly](https://www.gov.uk/government/publications/gdpr-customer-toolkit-guidance?utm_source=f8d7f632-0156-4556-a97e-e843e1f1d3a9&utm_medium=email&utm_campaign=govuk-notifications&utm_content=weekly)

<https://ccsheretohelp.uk/ccs-getting-ready-gdpr-need/>