

## Appendix 2A to the Connection Agreement

### Processing Form: Special Terms

Defined terms used in this Appendix shall have the meanings given to them in the Connection Agreement and Appendices 2B, 2D or 2E as relevant.

The table(s) below set(s) out the agreed description of the Processing being undertaken in connection with the exercise of the parties' rights and obligations under this Connection Agreement. The Connecting Party shall comply with any further written instructions with respect to Processing given by NHS Digital and any such further instructions shall be incorporated into this table/these tables:

**NOTE: Complete this table with information about the relevant Service and activities being undertaken by the Connecting Party. If more than one Service from the Services Form on page 2 has been selected, you will need to reproduce the table below and complete one table per Service.**

Description	Details <i>[guidance to be over-typed]</i>
<b>Name of NHS Digital Service</b>	<i>[As stated on the Connection Agreement 'Services Form']</i>
<b>Roles of the Parties</b>	<i>The parties acknowledge that for the purposes of the Data Protection Laws, [NHS Digital is the Controller and the Connecting Party is [the Processor/an independent Controller]] OR [NHS Digital and the Connecting Party are joint Controllers,]</i>
<b>Subject matter of the Processing</b>	<i>[This should be a high level, short description of what the processing is about i.e. its subject matter, similar to the Purpose]</i>
<b>Duration of the Processing</b>	<i>[Clearly set out the duration of the processing including dates – may be the duration of this Connection Agreement]</i>
<b>Nature and purposes of Processing</b>	<p><i>[Please be as specific as possible, but make sure that you cover all intended purposes.</i></p> <p><i>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 or data whether or not by automated means) etc.</i></p> <p><i>The purpose might include: employment processing, statutory obligation, recruitment assessment etc.</i></p> <p><i>Include location country of data and details of any sub-processors.]</i></p> <p><i>[The retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available the Personal Data, as required for the Purpose]</i></p>
<b>Type of Personal Data being Processed</b>	<i>[Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc]</i>
<b>Categories of Data Subjects</b>	<i>[Examples include: staff (including volunteers, agents, and temporary workers), customers/clients, suppliers, patients, members of the public, users of a particular website etc]</i>
<b>Plan for return of the data once the Processing is complete unless requirement under union or member state law to preserve that type of data</b>	<i>[Describe how long the data will be retained for, how it will be returned or destroyed]</i>
<b>Connecting Party Data Protection Officer</b>	<i>[Connecting Party to include name and contact details]</i>