

Processing Schedule

Types of personal data comprised in Participant Personal Data	
Context	Types of Personal Data
Pre-delivery scoping exercise	
(Conducted where the Services involve the provision of custom Sessions)	<ul style="list-style-type: none"> • Participants’ names, job titles, employer name, work locations, salaries and working hours (if and to the extent provided by the Client) • Information arising out of focus groups, surveys and interviews conducted by the Supplier, which may include names and job titles, demographic information, user opinions, diversity data and individual views and observations on employer/colleagues • Observational data about the Client’s working environment obtained from observations conducted by the Supplier (where such observation is agreed with the Client) • Information contained in third party reports from previous training, which is usually aggregated or anonymised (if provided by the Client)
Sessions	
Face-to-face	<ul style="list-style-type: none"> • Participants’ names, business email addresses, job titles and employer name, to the extent provided to the Supplier by the Client in advance of the Session • Psychometric data (if psychometric/diagnostic tools are used in the Session) • Any personal data captured in an audio or video recording of the Session • Participants’ ratings and feedback on the Session, provided by Participants using hard copy or online feedback forms • Participants’ names, email addresses and other information relating to their job, if and to the extent that Participants choose to provide this information to the Supplier in feedback forms or by other means for the purpose of receiving follow-up and/or other emails from the Supplier
Virtual workouts	<ul style="list-style-type: none"> • Participants’ names and business email addresses, provided to the Supplier in advance of the workout and then separately submitted online by the Participants when they register to take part in the virtual workout • Participants’ IP addresses, which are collected automatically by the virtual workout app • Any personal data captured in an audio or video recording of the virtual workout • Participants’ ratings and feedback on the Session, provided online by Participants via a specific link generated for this purpose • Participants’ names, email addresses and other information relating to their job, if and to the extent that Participants choose to provide this information to the

	Supplier via the online feedback form or by other means for the purpose of receiving follow-up and/or other emails from the Supplier
Custom Sessions	<ul style="list-style-type: none"> • Participants' names, business email addresses, job titles and phone numbers, to the extent provided to the Supplier by the Client in advance of the Session • Information arising out of focus groups and interviews, which may include demographic information, user opinions, diversity data, individual views on employer/colleagues • Psychometric data (if psychometric/diagnostic tools are used in the Session) • Possible further information about Participants, as determined and provided by the Client • Participants' ratings and feedback on the Session, provided by Participants via hard copy or online feedback forms • Participants' names, email addresses and other information relating to their job, if and to the extent that Participants choose to provide this information to the Supplier in feedback forms or by other means for the purpose of receiving follow-up and/or other emails from the Supplier • Data about Participants' completion of tasks/Sessions
Digital Products	
e-Workouts	<ul style="list-style-type: none"> • Participants' names and business email addresses submitted online by Participants when they register to take part in the workout • IP addresses, which are collected automatically by the e-Workout app • Session history (scores, time spent, completion data), which is collected automatically by the e-Workout app • Participants' ratings and feedback on the e-Workout, provided by Participants via online feedback forms • Participants' names, email addresses and other information relating to their job, if and to the extent that Participants choose to provide this information to the Supplier in feedback forms or by other means for the purpose of receiving follow-up and/or other emails from the Supplier
Diagnostic tools	<p>Information obtained when Participants engage with one of the Supplier's psychometric diagnostics tools. The data obtained varies depending on which tool is used:</p> <ul style="list-style-type: none"> • 360 diagnostics: the Participant's name, email address, phone number, job title; the name, email address, job title and feedback on the Participant of the Participant's manager's and each colleague that provides 360 feedback; manager performance data; aggregated Participant performance data • Judgement Index (JX) diagnostics: the Participant's name, email address, phone number, job title; psychometric data; aggregated psychometric data

Processing Purposes

Party	Processing Purposes
Supplier	<ul style="list-style-type: none">• Performing its obligations under this Agreement• Conducting a pre-delivery scoping exercise in order to determine the type of services needed for the Client to achieve the behavioural change requested and producing an aggregated, anonymised pre-delivery scoping report for the Client• Project management of the delivery of the Services and Deliverables• Providing the Services and Deliverables• Enabling Participants to access Digital Products and virtual Sessions• Providing diagnostic results/reports to the Client: depending on what the Client has requested, this will be in the form of aggregated data from which it would not be possible to identify Participants or other individuals, and/or raw data that, although names will be removed, may contain sufficient detail to enable Participants or other individuals to be identified• Providing individual diagnostic results/reports to Participants• Providing Participant feedback reports to the Client.• Communicating with Participants in relation to their participation in and access to the Services and Deliverables• Producing benchmarking data• Keeping its own internal records relating to this Agreement and its provision of the Services and Deliverables in accordance with good business practice and legal requirements• Analysing and understanding the use of, and feedback on, the Services and Deliverables with a view to improving their content and functionality• Sending follow-up emails and/or marketing emails (where Participants have chosen to provide their details for these purposes and in accordance with the communication preferences indicated by Participants)
Client	<ul style="list-style-type: none">• Receiving and evaluating the benefit of the Services and Deliverables