

## **SCHEDULE 15**

### **Data Descriptions**

This Schedule sets out the details of the Personal Data to be Processed by the Service Provider and the purposes of such Processing.

#### **1. Data Subjects**

1.1 The Personal Data to be Processed by the Service Provider (if any) concerns the following categories of Data Subjects:

- (A) TfL Customers;
- (B) Account Users; and
- (C) relatives or guardians or professional representatives of TfL Customers.

#### **2. Categories of Data**

2.1 The Personal Data to be Processed concerns the following categories of data:

- (A) name;
- (B) Business details (without limitation, business name, address, contact details)
- (C) address (postal and email);
- (D) telephone numbers;
- (E) age range;
- (F) bank account details;
- (G) payment card details;
- (H) Vehicle Registration Marks;
- (I) contact and marketing preferences;
- (J) expressions of opinion; and
- (K) audio recordings.

#### **3. Purposes of the Processing**

3.1 The Personal Data is to be Processed for the following purposes:

- (A) to only provide the Services as specified in this Agreement on behalf of TfL, including to:

- (1) administer Customer Accounts;
- (2) administer Auto Pay accounts;
- (3) administer Fleet Auto Pay;
- (4) process Discounts and Exemptions; and
- (5) respond to Enquiries and Customer Correspondence.

#### **4. Manner of Processing**

4.1 The Personal Data is to be Processed in the following manner:

- (A) Personal Data may be Processed electronically and manually;
- (B) by telephone;
- (C) by post; and/or
- (D) by email.

#### **5. Sensitive Personal Data**

5.1 The Personal Data concerns the following categories of Sensitive Personal Data (if any):

- (A) any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings;
- (B) Road Traffic Contraventions only; and
- (C) details of specific physical or mental health condition(s).

#### **6. Recipients**

6.1 The Personal Data may only be disclosed to the following recipients or categories of recipients within the Service Provider's organisation:

To those employees (permanent or temporary) of the Service Provider who require access to such Personal Data in order to deliver the specified service.

#### **7. Onward Transfers**

7.1 The Personal Data may only be shared with the following recipients or categories of recipients outside the Service Provider's organisation:

- (A) the Service Provider may share Personal Data with the Sub-Contractors or third parties specified below as required for the delivery of the specified Service, including:

- (1) TfL operations and contract management staff;
- (2) TfL marketing and communications team;
- (3) Other Service Providers and Third Parties nominated by TfL;
- (4) scan and print partner (third party service provider) (if applicable);  
and
- (5) other Sub-Contractors appointed by the Service Provider (with the agreement of TfL) to deliver aspects of the Services.