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**SCHEDULE J**

**Description of Data Processing**

**Version History**

<b>Version No.</b>	<b>Date</b>	<b>Comments</b>
14.0		Added as per CCN1674a
15.0	12/04/23	Updating as per CCN1725a, CCN1724a, CCN1739, CCN1741

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Description	Details
Subject matter of the processing	<p><b><i>All HNG-X Business Capabilities</i></b></p> <p><b><i>Schedule B3.2</i></b></p> <p>The functionality available at each Counter Position for serving Customers shall comprise one or more Business Capabilities in paragraph 2 of Schedule B3.2.</p> <p>The provision of each Business Capability is dependent on one or more of the Support Facilities described in paragraph 3 of Schedule B3.2.</p> <p><b><u>Subject Matter</u></b></p> <p>Fujitsu may process Personal Data under the Existing Agreement for the purposes set out in the Existing Agreement (if any), and otherwise in the furtherance of the arrangements between the parties, in each case in connection with the provision of IT related services.</p>
Duration of the processing	<p><i>Commercial data is transitory in HNG-X, except that it is held in Audit (for at least seven years) and for support purposes in other systems (for up to 365 days).</i></p> <p><b><i>See details under The return and destruction of the data below.</i></b></p> <p>For as long as is necessary for Fujitsu to comply with its obligations under the Existing Agreement (if any) and for the furtherance of the arrangements between the parties, and as otherwise permitted by this Agreement and the Existing Agreement.</p> <p>The retention of specific types of personal data and Special Category personal data will be determined by the Post Office Data Retention Policy. Data Retention rules applicable to specific data may be reflected in Interface Specifications.</p>
Nature and purposes of the processing	<p><i>[Detail specific to the Business Capability – derived from and always superseded by the latest version of Schedule B3.2]</i></p>

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	<p><b><u>Nature</u></b></p> <p>Fujitsu will process data in the following ways:</p> <ol style="list-style-type: none"><li>1. Data processed by Fujitsu without transformation, logging or archiving, or without transformation but with logging and/or archiving.</li></ol> <p>The majority of the transaction types that run in HNG-X/HNG-A utilise “AP-ADC scripts”, implemented and maintained by Post Office or its agents outside the change control processes operated by Fujitsu.</p> <p><i>Fujitsu relies on the PO to provide knowledge of the data captured by any AP-ADC script and may not understand the nature or purposes of processing such transactions on behalf of Post Office and third-party consumers of the data with whom Post Office Limited has a commercial arrangement.</i></p> <p>AP-ADC scripts may use Fujitsu Horizon frameworks and components to collect, validate and exchange data with third parties without Fujitsu being aware of the nature of the data collected, transmitted or stored within archives.</p> <ol style="list-style-type: none"><li>2. Data is processed and optionally archived in Data Centre Services via various Business Capabilities.</li></ol> <p>Processing activities such as storage, retrieval, analysis, data collection, transformation and data transfer may all be undertaken by Fujitsu as follows:</p> <p><b><i>(Near) Real-Time Data processing</i></b></p> <ul style="list-style-type: none"><li>• Passed in Real-time or Near Real Time (periodically) TO a third party consumer of the data (e.g. to Royal Mail via Track and Trace data file)</li><li>• Received in Real-time or Near Real Time (periodically) FROM a third party provider of the data (e.g. from National Express / DVLA)</li></ul> <p><b><i>Batch Processing:</i></b></p>

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	<ul style="list-style-type: none"> <li>• Passed overnight to POL Credence, Core Finance System and Post Office Ltd cash planning and management systems.</li> <li>• Passed monthly to Success Factors</li> </ul> <p><b><i>EPOSS Settlement Data</i></b></p> <p>At the time of basket settlement at the Post Office Counter, transaction data is:</p> <ul style="list-style-type: none"> <li>• Recorded in Counter and/or BAL logs.</li> <li>• Stored in the Branch Database.</li> <li>• Passed overnight to POL Credence and Core Finance Services.</li> <li>• Passed in Real-time or Near Real Time (periodically) to a third party consumer of the data (e.g. to Royal Mail via Track and Trace data file)</li> <li>• Stored in Audit.</li> </ul> <p><b><i>Common Interface Specifications:</i></b></p> <p><b>REQ/APP/AIS/2070</b>-Branch Full to Credence AIS</p> <p><b>REQ/APP/AIS/3362</b>-Horizon to CFS Financial System AIS</p> <p><b>REQ/APP/AIS/3383</b>-Horizon to CFS Reconciliation AIS</p> <p><b>EA/IFS/006</b>- Horizon to Credence AIS</p> <p><b><u>Purpose</u></b></p> <p>The purpose of the processing aligns to functionality presented by the Horizon (HNG-X / HNG-A) system at each Post Office Counter Position for serving Post Office customers. Horizon comprises one or more Business Capabilities as outlined in paragraph 2 of Schedule B3.2 of the HNG-X contract. Provision of each Business Capability is dependent on one or more of the Support Facilities described in paragraph 3 of Schedule B3.2.</p>
Type of Personal Data	<p><b><i>The Post Office Limited has not informed Fujitsu of all of the data captured, transmitted and recorded in the Fujitsu systems that Post</i></b></p>

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	<p><b><i>Office Limited believes to Personal Data under GDPR.</i></b></p> <p>The type of personal data processed varies across the supported Business Capabilities and transaction types within those Capabilities.</p> <p>As Data Processor, Fujitsu is involved in collecting data, or processing data, according to Post Office requirements, this includes meeting specific system interface specifications determined by third party consumers of that data (with whom Post Office maintains a contractual relationship, but Fujitsu do not).</p> <p>Fujitsu therefore relies on Post Office to establish and maintain Fujitsu's understanding and awareness of ALL Personal Data and Special Category Personal Data which Post Office requires to be collected, processed or audited. <i>Fujitsu relies on Post Office Limited to maintain an awareness/knowledge of the data captured by any AP-ADC script, as this is defined by the script author (Post Office Limited or their agent) and typically to meet an interface of a third-party consumer of the data with whom Post Office Limited has a commercial arrangement.</i></p> <p><i>In the absence of such a definition, Data items can <u>only</u> be definitively specified by Fujitsu as being captured for Non-APADC transactions where the capture of data is defined within Post Office Use Cases (such as PS-12 Postal Services), or in well-defined data mapping specifications (Generic and Interstage Web Services). Where that is true <u>references will be made to the HNG-X project repository version of the relevant interface specifications which HNG-X implements</u></i></p> <p><i>These transactions include:</i></p> <ul style="list-style-type: none"><li>• ETOPUP</li><li>• Generic and Interstage Web Services (e.g. DVLA)</li><li>• Bureau de Change</li><li>• Debit Card Payments</li></ul>

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	<ul style="list-style-type: none"> <li>• Postal Services Use Cases</li> <li>• Banking</li> </ul> <p><b>Based on Schedule B3.2 Para 3.9.5:</b> All data captured at the Data Centre either as part of a Transaction performed at a Counter Position or as an administration function shall form part of a unique Transaction which shall have a unique reference number. The format of this Transaction shall vary according to the Transaction type but will typically contain:</p> <ul style="list-style-type: none"> <li>• Branch Code</li> <li>• Counter Position ID;</li> <li>• unique Transaction ID;</li> <li>• date;</li> <li>• time;</li> <li>• User ID</li> <li>• Cost</li> <li>• Quantity</li> <li>• Basket Session Id</li> <li>• Product Id</li> <li>• Transaction Mode</li> <li>• Transaction details specific to the transaction</li> </ul>
Categories of Data Subject	<p>Personal data and Special Category Personal Data related to the following categories of data subject will be processed as part of the supported business capabilities:</p> <ul style="list-style-type: none"> <li>• Post Office Customers</li> <li>• Post Office Employees and Agents</li> <li>• Other Individuals</li> </ul> <p>On the counter, the clerk enters data. The clerk requests the data from the customer in-branch.</p> <p>On external systems such as Self Service Kiosk/Paystation, the customer in-branch enters the data as requested by the system, and related data will enter the HNG-X system.</p>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	<p>Gathered transaction data is:</p> <ul style="list-style-type: none"> <li>• Logs are held on the Counter for 180 days.</li> </ul>

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	<ul style="list-style-type: none"> <li>Logs are held on the HBS server for 30 days and the logs are held in the support repository for 3 months.</li> <li>Logs are held on the BAL servers for 8 days and in the support repository for 3 months.</li> <li>Retained in Branch (Transaction) Database (BRDB) for a typical period of 4 days: [DES/APP/HLD/0020 Section 21.2] *Note – not a CCD For Example: BRDB_RXAPS_TRANSACTIONS (APADC) (4 days) BRDB_RXNRT_TRANSACTIONS (4 days plus APADC Txn defined addition) BRDB_RXEPOSS_TRANSACTIONS (4 days)</li> <li>Retained in Branch Support System Database (BRSS) for 62 days A subset of information (e.g. Cost, Quantity, Product Id etc) is held in BRSS for 365 days* BRDB_RXREP_SESSION_DATA</li> <li>* CP2173/(PVCS 6730) - CT2620 - Rel Ind - APPROVED - Data retention increase in BRSS from 6 months to 12 months</li> <li>R18.73 applied to LST 23 October 2018 and to Production 8 Nov 2018</li> <li>Data within the <u>commercial</u> Audit trail is retained for at least seven years*. <i>*Note As of May 2014 (CP1261) POL suspended the purging of data from Audit, to support litigation services</i></li> </ul>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	<b>POL – Data Controller or Processor</b> <b>POL – Data Controller and Processor (within the AP-ADC transaction)</b> <b>Fujitsu – Data Processor or Sub-processor</b>

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	<p><b>Fujitsu are responsible</b> for the technology that captures or facilitates the capture of transaction data and passes it through to POL Credence and designated third-parties (e.g. Royal Mail) to meet a defined version of an Application Interface or Interface Specification.</p> <p><b>Fujitsu are responsible</b> for the security and storage of data in transit and at rest whilst within the HNG-X system.</p> <p>Fujitsu do not currently sub-contract any of the data processing.</p> <p><b>For all transactions Post Office Limited are responsible</b> for defining what personal data and special category personal data must be captured by the HNG-X system and what data is exchanged with POL or third party clients to meet a defined version of an Application Interface or Interface Specification.</p> <p><b>Additionally, for any AP-ADC transaction, POL are responsible</b> for any data transmitted via any online interactions performed by the AP-ADC script.</p> <p>Post Office will ensure that change requests related to Horizon (HNG-X / HNG-A) hosting or functionality include an indication of whether and how processing of personal data and Special Category personal data is affected by the proposed change.</p>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	There may well be interface specifications between POL and the recipient client that defines the content of this XML, but Fujitsu do not maintain such documents
Personal Data Hosting and Processing locations	<p>Personal Data is hosted only in the UK. The HNG-X data stores reside in Fujitsu Data centres in Belfast, Northern Ireland (IRE11 / IRE19).</p> <p>Personal Data is only accessed from within the EEA.</p>

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Subject matter of the processing	<p><u>In/Out Automated Payment and Additional Data Capture transactions</u></p> <p>Schedule B3.2</p> <p>Section 2.3 - In/Out Payment Business Capability</p> <p>The In/Out Payment Business Capability enables Post Office to provide a range of payment services to Customers comprising in-payment (e.g. bill payment) and out-payment (e.g. postal order redemption).</p> <p>Section 2.1.3 - Additional Data Capture 'AP-ADC' transactions</p> <p>The HNG-X/HNG-A 'AP-ADC' framework supports a range of data selection, capture and validation facilities which are controlled and constrained by Post Office Reference Data</p>
Duration of the processing	See : Fujitsu Common Statement
Nature and purposes of the processing	<p><b>Nature of the processing:</b></p> <p><b>Schedule B3.2 - Section 2.3</b></p> <p><b>2.3.1</b> The In/Out Payment Business Capability enables Post Office to provide a range of payment services to Customers comprising in-payment (e.g. bill payment) and out-payment (e.g. postal order redemption).</p> <p><b>2.3.2</b> The In/Out Payment Business Capability may be invoked through the use of Tokens or other mechanisms and may involve the use of a range of data capture, data validation and Transaction validation facilities.</p> <p><b>2.3.3</b> The In/Out Payment Business Capability supports the following range of Tokens:</p> <ul style="list-style-type: none"> <li>• magnetic stripe cards</li> <li>• barcoded documents</li> </ul> <p><b>2.3.4</b> The Clients and Tokens supported by the In/Out Payment Business Capability are set out in the CCD entitled "Automated Payments System Client List" (BP/DOC/008).</p> <p>Specific payment services and the Transactions which support them conform to the relevant Application</p>

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	<p>Interface Specification, the CCD entitled “POCL Automated Payments Generic Rules” (BP/DOC/014) and appropriate Token Technology Specification(s).</p> <p><b>2.3.5</b> The In/Out Payment Business Capability supports the use of HNG-X User Interface components which may be specified via Post Office Reference Data as being equivalent to a manually entered barcode token</p> <p><b>2.3.6</b> The In/Out Payment Business Capability may utilise data, typically comprising tariff data, received from Clients.</p> <p><b>2.3.7</b> The In/Out Payment Business Capability may access the PAF Support Facility, APOP Business Capability and such other specific external applications as the Parties may agree under the Change Control Procedure.</p> <p><b>2.3.8</b> Transactions undertaken using the In/Out Payment Business Capability shall be recorded as part of a Customer Session and shall be committed as part of the settlement process using the Payment Management Business Capability.</p> <p><b>2.3.9</b> Transactions undertaken using the In/Out Payment Business Capability and taking place within the same POL Core Day as the original Transaction and committed using the Payment Management Business Capability may subsequently be Reversed in a new Customer Session, subject to such action being allowed within Reference Data. This shall have the effect of Reversing the accounting effect of the Transaction. Where a Transaction has been Reversed then no data relating to the original Transaction or the Reversing Transaction shall be sent to the relevant Client subject to the relevant Application Interface Specification. It will not be possible to start a Reversal Transaction during the period of three minutes before the end of the POL Core Day.</p> <p><b>2.3.10</b> Data captured as a result of an In/Out Payment Transaction shall be transferred to Client systems and Post Office systems in accordance with the relevant Application Interface Specification and shall be carried out using the File Management Support Facility.</p>

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	<p>For all APADC scripted Transactions the following statements and specifications apply:</p> <p>There may well be interface specifications between POL and the sending or receiving 3rd party that defines the content of expected data messages and/or files but Fujitsu do not maintain such documents.</p> <p>APS Type G Interface Specification-AP/IFS/056</p> <p>APS Type T Interface Specification-AP/IFS/059</p> <p>APS Type BT Interface Specification-AP/IFS/060</p> <p>APS Type X Interface Specification- AP/IFS/061</p> <p>APS Type XO Interface Specification-AP/IFS/062</p> <p>APS Type XU Interface Specification - DES/APP/AIS/1428</p> <p>The Type X, XO &amp; XU contain a package of XML that is defined by AP-ADC Reference data supplied by Atos.</p> <p>POL expressed purpose of the processing:</p> <p>To capture APS transactions at a Post Office counter for delivery of transaction data to Post Office Limited Clients</p> <p>To capture APS transactions at a Post Office counter for delivery of Client Transmission Summary to Post Office Limited (CTS Report)</p> <p>Generic Look-up - To send data and request data to/from Post Office Limited clients in 'real' time during a customer session</p>
Type of Personal Data	<p>See : <b>Fujitsu Common Statement</b></p> <p><b>POL expression of 'Personal Data' sample only, not an exclusive list</b></p> <ul style="list-style-type: none"> <li>• PAN</li> <li>• Customer Sort Code</li> <li>• Customer Account Number</li> <li>• Access Ind.</li> <li>• Sequence No.</li> <li>• Accounting Data (transaction amount, transaction dates etc.)</li> <li>• Order number</li> <li>• Agent Code</li> <li>• User/Staff ID</li> </ul>

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Description	Details
	<ul style="list-style-type: none"> <li>• Invoice-number</li> <li>• Transaction Reference</li> <li>• Receipt Reference</li> <li>• Post Office Code or FAD</li> </ul> <p>Additional Data – means the data that may be captured at the point of transaction and stored in non-defined fields of which Fujitsu relies on Post Office to advise of the content of such data, whether or not such data is required or requested to be captured at counter, and which is subject to the provision of below.</p> <p>Fujitsu will process Personal Data in accordance with the Schedule A4, ARC/SEC/ARC/003 and ARC/SEC/ARC/001. The Parties agree that Fujitsu is processing Personal Data solely on the instructions of POL</p> <ul style="list-style-type: none"> <li>• Coach cards (A pre-paid card allowing customers to benefit from discounts when booking a National Express coach. Each coach card has a unique 8 or 9 alphanumeric code)</li> </ul> <p><b>CTS (Clients Transaction Summaries) Detail Record</b></p> <ul style="list-style-type: none"> <li>• Client's Name (The AP Client Account name)</li> <li>• Settlement Client Name (The name of the client with which settlement is made)</li> </ul> <p><b>WEB SERVICE CLIENT CONNECTION SERVICE – not an exclusive list</b></p> <ul style="list-style-type: none"> <li>• Alternate Contact Number</li> <li>• Mobile Number</li> <li>• Primary Email</li> <li>• Secondary Email</li> <li>• Delivery Address</li> <li>• Appointment Special Arrangement Notes</li> <li>• Contact/Passengers Name</li> <li>• Contact Telephone Number</li> <li>• Bank Account</li> <li>• Account Holder Name</li> <li>• Account Number</li> <li>• Sort Code</li> <li>• Marketing Preference</li> </ul>
Categories of Data Subject	See : Fujitsu Common Statement

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Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b> <b>POL expression of Roles and Responsibilities:</b> Atos manage the list of clients and their associated delivery agreements. Content defined in APADC Scripts.
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	See : <b>Fujitsu Common Statement</b> Note: * - POL AP Clients (approximately 850 clients across 150 destinations) <b>POL Expression of 3<sup>rd</sup> Party Access:</b> Ingenico Atos
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	See : <b>Fujitsu Common Statement</b>

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Description	Details
Subject matter of the processing	<p><b><u>AP Out-Payments (APOP) Business Capability</u></b></p> <p>Schedule B3.2</p> <p><b>Section 2.4</b> - The AP Out-Payments (APOP) Business Capability is a set of components that support the creation of APOP Services. Each business application that makes use of the APOP Business Capability will be segmented into its own APOP Service.</p> <p>Example APOP Services include:</p> <ul style="list-style-type: none"> <li>• <b>Drop and Go</b></li> <li>• <b>Camelot Cheques / Postal Orders</b></li> <li>• <b>Over 50s Life Cover</b></li> <li>• <b>Bureau Pre-Order</b></li> <li>• <b>NS&amp;I</b></li> <li>• <b>Stock Ordering</b></li> </ul> <p><b>POL Expression of the Subject Matter:</b></p> <p>Automated Payments Out Pay (APOP) is a voucher Database that allows customers to purchase Postal Orders over a post office counter in branch.</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>APOP Transactions are AP-ADC scripted transactions which pertain to 'vouchers'.</p> <p>The components of the APOP Business Capability are fully enumerated in <b>Schedule B3.2</b></p> <p><b>Section 2.4.2</b></p> <p><b>2.4.7</b> Transactions undertaken using the APOP Business Capability shall be recorded as part of a Customer Session and shall be committed as part of the settlement process using the Payment Management Business Capability.</p> <p>The following are generic interface specifications that describe how data must be formatted.</p> <p>They do not describe the content of the data.</p> <p>POL Client to Voucher Host System AIS- <b>AP/IFS/063</b></p>

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	<p>APOP Host System Reporting to Client AIS-AP/IFS/065</p> <p>See : <b>Fujitsu Common Statement</b></p> <p><b>POL expressed purpose of the processing:</b></p> <p>Generic Look-up - To send data and request data to/from the Belfast data centre APOP Database in real time during a customer session</p> <p>Reporting - APOP reporting service to send transaction data to Post Office Limited APOP Clients</p> <p>Batch - To receive transaction data from Post Office Limited APOP Clients</p> <p>Administration - To administer the APOP Database</p>
Type of Personal Data	<p>See : <b>Fujitsu Common Statement</b></p> <p><b>POL expression of 'Personal Data'</b></p> <ul style="list-style-type: none"> <li>• Contact title</li> <li>• Contact forename</li> <li>• Contact initials</li> <li>• Contact surname.</li> <li>• Address Line Field(s)</li> <li>• Post Code</li> <li>• Telephone Number</li> <li>• Email Address</li> </ul> <p><b>Additional Data</b> – means the data that may be captured at the point of transaction and stored in non-defined fields of which Fujitsu relies on Post Office to advise of the content of such data, whether or not such data is required or requested to be captured at counter, and which is subject to the provision of below.</p> <p>Fujitsu will process Personal Data in accordance with the Schedule A4, ARC/SEC/ARC/003 and ARC/SEC/ARC/001. The Parties agree that Fujitsu is processing Personal Data solely on the instructions of POL</p> <ul style="list-style-type: none"> <li>• Client Identifier</li> <li>• File Sequence Number</li> <li>• Client Identifier</li> <li>• Staff ID</li> </ul>

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Description	Details
	<ul style="list-style-type: none"> <li>• Transaction ID</li> </ul>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b> <b>POL expressed Plan for return and destruction of the data</b> Note:Check with Atos/POL Configuration of retention varies
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b> <b>POL expression of Roles and Responsibilities:</b> Atos – APADC Fujitsu – Data Processor Atos – PODG
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	See : <b>Fujitsu Common Statement for APADC Transactions</b> <b>POL Expression of 3<sup>rd</sup> Party Access:</b> Financial Institution (Link, Santander or CAPO) POL APOP Clients (approximately 12 clients) and Post Office Limited
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	Alan Holmes

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Description	Details
Subject matter of the processing	<p><b><u>Banking Business Capability (delivered through the Payment and Banking Service)</u></b></p> <p><i>Schedule B3.2</i></p> <p><b>Section 2.5 - The Banking Business Capability enables Post Office to support the transaction of banking business in Branches.</b></p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	Paul Baisher
Nature and purposes of the processing	<p><b>2.5.2</b> The Banking Business Capability is invoked by either:</p> <ul style="list-style-type: none"> <li>- a card swipe (or input of card details) where EMV functionality is not supported in respect of that card; or</li> <li>- a Customer inserting their card into the chip card reader in a PIN Pad where such card supports EMV functionality.</li> </ul> <p><b>2.5.3</b> The following Transaction types are supported:</p> <ul style="list-style-type: none"> <li>• cash deposit;</li> <li>• cash withdrawal;</li> <li>• balance enquiry; and</li> <li>• change of PIN at PIN Pad.</li> </ul> <p><b>2.5.4</b> Each Transaction type comprises:</p> <ul style="list-style-type: none"> <li>• a series of screen dialogues;</li> <li>• the input or selection of data by the User;</li> <li>• the input of PIN numbers by Customers where applicable;</li> <li>• the interactive exchange of information via the Payment and Banking Service with the Bank systems; and</li> <li>• the printing of receipts.</li> </ul> <p><b>2.5.5</b> Transactions undertaken using the Banking Business Capability shall be centrally recorded as part of a Customer Session and shall be committed as part of the settlement process using the Payment Management Business Capability.</p> <p>See : <b>Fujitsu Common Statement</b> for Settlement</p>

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	<p><b>Relevant Interface specifications:</b></p> <p><b>SVM/SDM/SD/0020</b>- End to End Reconciliation Reporting</p> <p><b>NB/IFS/036</b>- TES Reports Specification</p> <p><b>3<sup>rd</sup> Party interface specifications:</b></p> <p><b>DES/APP/MAN/3760</b> – Axis Managed Payment Service Solution - Solution Design</p> <p><b>REQ/GEN/STD/3366</b>- LINK Reconciliation Specification (LIS5) AIS</p> <p><b>POL expressed purpose of the processing:</b></p> <p>The services are to enable business capabilities, some of those are till transactions in the branches and others are support capabilities that support the business capabilities.</p> <p>Authorisation - To request a banking service such as PIN Change, Balance Enquiry, Deposit or Withdrawal</p> <p>Response - Response to a banking service such as PIN Change, Balance Enquiry, Deposit or Withdrawal</p> <p>Reversal - Reversal of a banking transactions</p> <p>Reconciliation - Daily Transaction detail transfer from Belfast to Financial Institution</p> <p>Reporting - DRS Reconciliation reports</p> <p>DRS Workstation - Transaction Query in support of reconciliation</p>
Type of Personal Data	<ul style="list-style-type: none"> <li>• PAN (truncated)</li> <li>• CRM Token</li> <li>• Account Details (as per AIS)</li> </ul> <p>See : <b>Fujitsu Common Statement</b></p> <p><b>POL expression of 'Personal Data'</b></p> <ul style="list-style-type: none"> <li>• Primary Account Number (PAN) truncated</li> <li>• CRM Token</li> <li>• Transaction amount</li> <li>• Transaction ID – unique to the customer and transaction and to the Post Office</li> <li>• Post Office branch ID and terminal ID</li> <li>• User/clerk ID</li> </ul>

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Description	Details
	<ul style="list-style-type: none"><li>• Card Expiry Date</li></ul>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	<b>3<sup>rd</sup> Party access:</b> Ingenico  <b>POL Expression of 3<sup>rd</sup> Party Access:</b> SSC Ingenico
Location of Datacentre	See : <b>Fujitsu Common Statement</b>

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Subject matter of the processing	<p><b><u>Electronic Top-Up Business Capability</u></b></p> <p>Schedule B3.2</p> <p><b>Section 2.7</b> - The Electronic Top-Up Business Capability enables Post Office to support the Customer purchase or refund of mobile phone related credits and associated content products (e.g. ring tones)</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p><i>Schedule B3.2</i></p> <p><b>2.7.2</b> Electronic Top-Up ('ETU') credit products (known as 'Top-Up' products or 'PIN' products) are invoked by swiping a Customer's card (or by the manual input by the Counter Clerk of the Customer's card details). ETU content products (known as PIN/e-voucher products) are invoked by Counter Clerk selection. The following Transaction types are supported:</p> <ul style="list-style-type: none"> <li>• the purchase of a card based Top-Up product;</li> <li>• the purchase of card based PIN product;</li> <li>• the purchase of a PIN/e-voucher product;</li> <li>• the refund of a card based Transaction; and</li> <li>• the refund of a PIN/e-voucher Transaction.</li> </ul> <p><b>2.7.3 Each Transaction type comprises:</b></p> <ul style="list-style-type: none"> <li>• the selection of ETU products from menus;</li> <li>• a series of screen dialogues;</li> <li>• the input or selection of data by the User;</li> <li>• the interactive exchange of information with e-pay; and</li> <li>• the printing of receipts.</li> </ul> <p><b>2.7.4</b> Transactions undertaken using the Electronic Top-Up Business Capability shall be centrally recorded as part of a Customer Session and shall be committed as part of the settlement process using the Payment Management Business Capability.</p> <p>See : <b>Fujitsu Common Statement</b></p>

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Description	Details
	<p><b>2.7.5 The Electronic Top-Up Business Capability</b>  shall automatically generate a Reversal  Transaction and transmit this to e-pay when  the authorisation response to certain  Transaction types is not received within a pre-  configured timeout period.</p> <p><b>POL expressed purpose of the processing:</b></p> <p>Response - To request an electronic top-up</p> <p>Reversal - Response to a top-up request</p> <p>Reconciliation - Daily Transaction detail  transfer from E-pay to Belfast</p> <p>Reporting - DRS Reconciliation reports</p> <p>DRS Workstation - Transaction Query</p>
Type of Personal Data	<p><b>Relevant Interface Specifications:</b></p> <p><b>SVM/SDM/SD/0020-End to End Reconciliation Reporting</b></p> <p><b>3<sup>rd</sup> Party interface specifications:</b></p> <p><b>ET/IFS/001-E-Pay Application Interface Specification</b></p> <p>See : <b>Fujitsu Common Statement</b></p> <ul style="list-style-type: none"> <li>• Cashier ID</li> <li>• Original Transaction ID</li> <li>• Mobile Number</li> <li>• Unique Transaction ID (or PIN Serial Number)</li> <li>• PIN (Product Identification Number/E-pay unique activation code)</li> <li>• Card Details</li> <li>• Transaction Amount</li> <li>• Client Reference</li> <li>• Account Reference Id</li> <li>• Sort Code</li> </ul>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>

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Description	Details
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	<b>3<sup>rd</sup> Party access:</b> E-Pay  <b>POL Expression of 3<sup>rd</sup> Party Access:</b> Financial Institution (E-PAY)
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	Paul Braisher

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Description	Details
Subject matter of the processing	<p><b><u>Bureau Service Business Capability</u></b></p> <p>Schedule B3.2 - <b>Section 2.8 –</b></p> <p><b>2.8.1</b> The Bureau Service Business Capability enables Post Office to trade foreign currencies and travellers' cheques on-demand at Counter Positions (the on-demand Bureau Service facility).</p> <p><b>2.8.2</b> The Bureau Service Business Capability enables Post Office to pre-order foreign currencies and travellers' cheques at Counter Positions (the pre-order Bureau Service facility).</p> <p><b>2.8.3</b> The Bureau Service Business Capability enables Post Office to sell and top-up travel money cards at Counter Positions (the travel money card Bureau Service facility).</p> <p><b>2.8.4</b> The Bureau Service Business Capability enables Post Office to capture, validate and report on the barcode or serial number on travellers' cheques traded.</p> <p><b>2.8.5</b> The Bureau Service Business Capability enables Post Office to control the Bureau Service facilities available at a Counter Position by Post Office Reference Data</p> <p><b>2.8.6</b> The Bureau Service Business Capability enables Post Office to control the currency types that can be traded by each Bureau Service facility at a Counter Position by Post Office Reference Data</p> <p><b>POL expression of the Subject Matter:</b></p> <p>First Rate Exchange Services - The Bureau Service Business Capability enables Post Office to trade foreign currencies and travellers' cheques at Counter Positions in Post Office Branch</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>Schedule B3.2 –</p> <p><b>2.8.7</b> The counter dialogue for the Bureau Service facilities is controlled by Post Office Reference Data in accordance with and subject to the provisions of the CCD entitled "AP-ADC Reference Manual" (DES/GEN/MAN/0002).</p> <p>See : <b>Fujitsu Common Statement</b></p>

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Description	Details
	<p><b>Relevant Interface specifications:</b></p> <p><b>DES/APP/MAN/0001</b>- Type A/B Reference Data Counter Objects definition</p> <p><b>DES/GEN/MAN/1653</b>- PODG Route Definition User Guide</p> <p><b>DES/GEN/MAN/0002</b>- AP-ADC Reference Manual</p> <p><b>DES/APP/AIS/1887</b>- Post Office MDM XML Format Reference Data Specification</p> <p><b>SVM/SDM/SD/0018</b>- Message Broadcast Service Description</p> <p><b>3<sup>rd</sup> Party interface specifications:</b></p> <p><b>REQ/APP/AIS/2509</b>- FMCC Service Specification</p> <p><b>REQ/APP/AIS/2507</b>- FMCC Data Mapping</p> <p><b>NB/IFS/012</b> - TPS to FRTS AIS</p> <p><b>REQ/APP/AIS/0704</b> -Branch &amp; Price Profiles AIS</p> <p><b>RD/IFS/033</b>-Spot Rates and Margins AIS</p> <p><b>POL expressed purpose of the processing:</b></p> <p>Bureau Sales -</p> <p>To capture Bureau sales transactions at a Post Office counter for later accounting and reporting</p> <p>To capture general retail sales transactions at a Post Office counter for delivery of summarised product data to First Rate Travel Services</p> <p>To capture additional data relating to bureau sales using the technology provided by In/Out Payment Business Capability</p> <p>Receive Spot Rates, Margins, Branch Profile and Pricing Profile reference data</p>
Type of Personal Data	<p>See : <b>Fujitsu Common Statement</b></p> <p><b>POL expression of 'Personal Data'</b></p> <p>Bureau Service</p> <ul style="list-style-type: none"> <li>• Transaction Ref No</li> <li>• Last 4 Digits of the Payment Cards</li> <li>• Name</li> <li>• Address</li> <li>• ID</li> </ul> <p>Travel Money Card</p>

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Description	Details
	<ul style="list-style-type: none"><li>• Address</li><li>• ID</li><li>• encrypted PAN</li><li>• Carrier Id</li></ul>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>
Name of 3rd party with access to data / knowledge about data	First Rate
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	Sarah Selwyn

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Description	Details
Subject matter of the processing	<p><b>Postal Services Business Capability</b></p> <p>Schedule B3.2 Section 2.9</p> <p><b>2.9.1</b> The Postal Services Business Capability supports a range of Mails Acceptance and Mails Administration business processes taking place within designated Branches together with support for the establishment and management of Postal Services Reference Data. These will comprise: -</p> <ul style="list-style-type: none"><li>-services provided to Customers that support the pricing and sale of mails products;</li><li>-the management of mail items received into and despatched from a Branch;</li><li>-the provision of data to Post Office and Postal Services Clients concerning these operations;</li><li>-tools to enable Post Office to establish and manage the Postal Services Reference Data.</li></ul> <p><b>2.9.2</b> Mails Acceptance supports the over the counter processes for accepting mail items from customers</p> <p><b>2.9.3</b> Mails Administration supports the in-Branch processes for receiving and dispatching mails items</p> <p><b>2.9.4</b> The Postal Services Business Capability supports the transfer to the BIG of track and trace and related data captured by the Mails Acceptance and Mails Administration facilities for selected Mails Carriers and the transfer of completed Postal Services transaction data to various Post Office systems</p> <p><b>2.9.5</b> The Postal Services Business Capability enables Post Office to specify and manage the Carrier Services Reference Data which controls the options, choices and pricing for all Carrier Services.</p> <p><b>Relevant Interface specifications:</b> <b>DES/APP/MAN/0001</b>- Type A/B Reference Data Counter Objects definition</p>

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Description	Details
	<p><b>DES/APP/MAN/0002</b>- Postal Services Reference Data Definitions</p> <p><b>DES/GEN/MAN/1653</b>- PODG Route Definition User Guide</p> <p><b>DES/GEN/MAN/0002</b>- AP-ADC Reference Manual</p> <p><b>DES/APP/AIS/1887</b>- Post Office MDM XML Format Reference Data Specification</p> <p><b>REQ/APP/AIS/1526</b>- Royal Mail PAF Programmers Guide</p> <p><b>REQ/APP/AIS/1591</b>- PAF POL Additional Data Application Interface</p> <p><b>SVM/SDM/SD/0018</b>- Message Broadcast Service Description</p> <p><b>DES/APP/HLD/4410</b>- Track and Trace AIS</p> <p><b>REQ/APP/AIS/2046</b>- Paystation Track and Trace AIS</p> <p><b>REQ/APP/AIS/2753</b>- BarCodes for all - Data Matrix and Pre-Advice</p> <p><b>REQ/APP/AIS/2754</b>- Barcoding All Parcels AIS</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>Schedule B3.2</p> <p><b>2.9.6</b> Transactions undertaken using the Postal Services Business Capability shall be recorded as part of a Customer Session and shall be committed as part of the settlement process using the Payment Management Business Capability.</p> <p>The Postal Services service captures information on the counter, or on the Horizon Business Server (HBS) supporting Self Service Kiosks, from the customer to determine details of a mail item, the mail service to be used, and the destination.</p> <p>On the counter, the Postal Services service may use an AP-ADC transaction to capture additional information (expected to be concerning "dangerous goods" restrictions, but could be anything).</p>

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Description	Details
	<p>The counter may also capture mails information via AP-ADC directly (see Automated Payments service).</p> <p>See : <b>Fujitsu Common Statement</b> for Settlement</p> <p><b>POL expressed purpose of the processing:</b></p> <p>Postal Services Reference Data - Receive and interpret Postal Service reference data</p> <p>In/Out Automated Payment and Additional Data Capture transactions - To capture APS transactions at a Post Office counter for delivery of postal data to Royal Mail</p> <p>Mails Postal Sales (Track &amp; Trace) - To capture mails transactions at a Post Office counter for delivery of postal data to Royal Mail</p> <p>Mails Postal Sales (Barcoding all Parcels) - To capture mails transactions at a Post Office counter for delivery of postal data to Royal Mail</p> <p>Pay station Local Collect - To allow local collect transactions to be performed on Pay station Devices and delivered via Belfast Data Centre to Royal Mail</p>
Type of Personal Data	<p>See : <b>Fujitsu Common Statement</b></p> <p>The following data items are typically captured by the Postal Services service for Non-APADC transactions (e.g. Use Case : PS-12):</p> <ul style="list-style-type: none"> <li>• Weight</li> <li>• Mail item format (e.g. Large Letter)</li> <li>• Service (e.g. 1<sup>st</sup> Class Signed For)</li> <li>• Destination Country</li> <li>• Destination Address (e.g. Postcode/Zip, House Name/No/PO Box, Street, Town/BFPO Number)</li> <li>• Value of Goods</li> </ul>

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Description	Details
	<ul style="list-style-type: none"> <li>• Consequential Loss Cover</li> <li>• Saturday Delivery option</li> <li>• Certificate Of Posting option</li> <li>• Postage method (Label, Stamps, Pre-payment)</li> <li>• Unique Label Identifier</li> <li>• 2D barcode and PRN Reference Number</li> <li>• 1D barcode and Track and Trace Reference Number</li> </ul> <p><b>POL expression of 'Personal Data'</b></p> <ul style="list-style-type: none"> <li>• Delivery address</li> <li>• Destination Address</li> <li>• Delivery postcode</li> <li>• Recipient Name (Optional)</li> <li>• Unique Item ID?</li> <li>• 1D Tracking Number</li> <li>• Sender's Signature for Declaration</li> <li>• Order number</li> <li>• Invoice number</li> <li>• Certificate Number</li> <li>• Licence Number</li> <li>• Sender's Customs Reference</li> <li>• Sender's Fax number?</li> <li>• Sender's Tel. number</li> <li>• Sender's VAT number?</li> </ul>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	<b>3<sup>rd</sup> Party Access:</b>

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Description	Details
	<p>Royal Mail and any other 3<sup>rd</sup> parties utilised by POL during the processing of data.</p> <p>For AP-ADC script, some information is sent to Accenture for Drop &amp; Go. This is the responsibility of Post Office Limited and ATOS.</p> <p><b>POL Expression of 3<sup>rd</sup> Party Access:</b></p> <p>Royal Mail &amp; CSC</p>
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	Jon Hulme/Alan Holmes

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Description	Details
Subject matter of the processing	<p><b><u>Point of Sale Business Capability</u></b></p> <p><b>Schedule B3.2 – Section 2.2</b></p> <p><b>2.2.1</b> The Point of Sale Business Capability provides a general "till" function which enables Post Office to carry out sales operations within Branches for the range of Post Office products defined within Post Office Reference Data.</p> <p><b>2.2.2</b> These Post Office Products may be general retail products or be traded via one of the following Business Capabilities (described elsewhere):</p> <ul style="list-style-type: none"> <li>• In/Out Payment Business Capability;</li> <li>• APOP Business Capability;</li> <li>• Banking Business Capability;</li> <li>• DVLA Licensing Business Capability;</li> <li>• Electronic Top-Up Business Capability; or</li> <li>• Bureau Service Business Capability.</li> </ul> <p><b>POL expression of the subject matter:</b></p> <p>To capture general retail sales transactions at a Post Office counter for later accounting and reporting</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>Schedule B3.2 – Section 2.2</p> <p><b>2.2.3</b> The Point of Sale Business Capability implements the business and pricing rules for each product (including the production of the Transaction receipt(s)) and manages the aggregation and recording of all Transaction data into a Customer Session.</p> <p><b>2.2.4</b> Transactions undertaken using the Point of Sale Business Capability shall be recorded as part of a Customer Session and shall be committed as part of the settlement process using the Payment Management Business Capability.</p> <p>See : Fujitsu Common Statement for Settlement</p> <p><b>2.2.5</b> The Point of Sale Business Capability shall enable a Transaction to be cancelled from a Customer Session subject to Post Office</p>

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Description	Details
	<p>Reference Data, prior to settlement by the Payment Management Business Capability.</p> <p><b>POL expressed purpose of the processing:</b></p> <p>The services are to enable business capabilities, some of those are till transactions in the branches and others are support capabilities that support the business capabilities.</p>
Type of Personal Data	<p>See : <b>Fujitsu Common Statement</b> for Settlement</p> <p><b>POL expression of 'Personal Data'</b></p> <p>EPOS (08)</p> <ul style="list-style-type: none"> <li>• Product Id such as stamps</li> <li>• Amount</li> <li>• Clerk id</li> <li>• Address for postal service</li> <li>• Bank card details where customer is paying by card</li> </ul> <p>Point of Sale (11)</p> <ul style="list-style-type: none"> <li>• Bank Transaction ID</li> <li>• Client Ref ID</li> <li>• Card Impounded</li> <li>• PAN</li> <li>• Agent SLA information</li> <li>• Customer Cheques?</li> <li>• Credit Card?</li> <li>• Debit Card?</li> <li>• Transaction Sequence Number</li> <li>• Additional Data</li> <li>• Account Reference ID</li> </ul>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>

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Description	Details
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	Various
Location of Datacentre	See : <b>Fujitsu Common Statement</b> POL - Core Finance System (Hof Germany)
Fujitsu GDPR/DPA Data Analyst	Jon Hulme

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Description	Details
Subject matter of the processing	<p><b><u>Payment Management Business Capability (delivered through the Payment and Banking Service)</u></b></p> <p>Schedule B3.2 Section 2.10</p> <p><b>2.10.1</b> The Payment Management Business Capability enables the settlement of a Customer Session using cash, cheque, vouchers, Debit Cards or Credit Cards as methods of payment.</p> <p><b>2.10.2</b> The Payment Management Business Capability manages the aggregation of the required tender value for a Customer Session and provides change calculation facilities.</p> <p><b>2.10.3</b> The Payment Management Business Capability manages the production of any AP Customer receipt and any required or requested Customer Session receipt as part of the settlement of a Customer Session. The required layout of a AP Customer receipt and a Customer Session receipt shall be defined in the CRD entitled "HNG-X AP and ADC Receipts" (DES/GEN/SPE/0011).</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>Schedule B3.2 – Section 2.10</p> <p><b>2.10.6</b> The Payment Management Business Capability implements the business rules associated with the use of the Debit Card or Credit Card Method of Payment which shall include the use of inclusion lists and exclusion lists which will specify which products can be settled with which card types. Business rules will include a transaction limit, set at a fixed amount which may be changed from time to time via reference data by prior agreement with Post Office.</p> <p><b>2.10.7</b> The Payment Management Business Capability implements the use of separate authorisation dialogues using separate merchant identity/terminal identity values for Bureau and non-Bureau products and the validation of the allowable products and allowable settlement values according to the type of Debit Card or Credit Card.</p>

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Description	Details
	<p><b>2.10.8</b> The Payment Management Business Capability supports the Debit Card and Credit Card Method of Payment via Payment and Banking Service.</p> <p><b>Relevant Interface specifications:</b>  <b>REQ/APP/AIS/1495</b>- Merchant Acquirer EMIS AIS  <b>REQ/APP/AIS/2486</b>- Merchant Acquirer EPA AIS  <b>DES/APP/IFS/1595</b>-EMIS Load File AIS  <b>SVM/SDM/SD/0020</b>-End to End Reconciliation Reporting</p> <p><b>3<sup>rd</sup> Party interface specifications:</b>  <b>REQ/APP/AIS/2433</b>- (AMEX) File Format for EPA Delimited  <b>REQ/APP/AIS/1425</b>- Global Payments Online Application Interface Specification</p> <p><b>POL expressed purpose of the processing:</b></p> <p>The services are to enable business capabilities, some of those are till transactions in the branches and others are support capabilities that support the business capabilities.</p> <p>Authorisation - To request a payment authorisation</p> <p>Response - Response to a payment authorisation request</p> <p>Reversal - Reversal of a payment authorisation request</p> <p>Reconciliation - Receipt of payment confirmation EMIS File</p> <p>Reconciliation - Receipt of payment confirmation EPA File</p> <p>Reporting - DRS Reconciliation reports</p> <p>DRS Work station - Transaction Query</p>
Type of Personal Data	<p>See : <b>Fujitsu Common Statement for Settlement</b></p> <p><b>POL expression of 'Personal Data':</b></p> <ul style="list-style-type: none"> <li>• Transaction Code</li> <li>• PAN (Truncated)</li> <li>• CRM Token</li> <li>• Credit Card?</li> <li>• Debit Card?</li> <li>• Post Office Code</li> </ul>

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Description	Details
	<ul style="list-style-type: none"> <li>Post Office Counter Data</li> <li>Payment Method Code (Cash/Debit Card/Stamps)</li> <li>User/Clerk ID</li> <li>Transaction Amount</li> <li>Other Card Data</li> <li>Receipt number</li> <li>Transaction source?</li> <li>6 – digit Charge Authorization code</li> <li>Settlement Currency Code</li> </ul>
Categories of Data Subject	See: <b>Fujitsu Common Statement</b> .
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	<p>See : <b>Fujitsu Common Statement</b></p> <p><b>POL expression of Roles and Responsibilities:</b> <b>Fujitsu – Data Processor</b></p>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	<p><b>POL expression of 3<sup>rd</sup> Party Access:</b> Ingenico</p>
Location of Datacentre	Belfast
Fujitsu GDPR/DPA Data Analyst	Pete Jobson

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Description	Details
Subject matter of the processing	<p><b><u>Cash and Stock Management Business Capability</u></b></p> <p><b>Schedule B3.2 Section 2.11</b></p> <p><b>2.11.1</b> The Cash and Stock Management Business Capability provides facilities to enable all Branches to capture data (including cash declarations, inward / outward remittances, pouch collection and receipt) for onward submission to Post Office Ltd cash planning and management systems.</p> <p><b>2.11.2</b> The Cash and Stock Management Business Capability supports the receipt from Post Office Ltd cash planning and management systems of planned orders and replenishment delivery details.</p>
Duration of the processing	<p><i>See : Fujitsu Common Statement</i></p>
Nature and purposes of the processing	<p>Schedule B3.2 Section 2.11</p> <p><b>2.11.3</b> The Cash and Stock Management Business Capability provides the following facilities within Branches:</p> <ul style="list-style-type: none"> <li>• the display of screen dialogues that support cash and stock transfers, cash and stock declarations, adjustments to cash holdings;</li> <li>• scanning bar coded labels to monitor the movement of cash and stock bags and pouches into the Branch;</li> <li>• the automatic inward remittance of the value of cash pouches and bureau de change pouches using the associated replenishment delivery details;</li> <li>• support for recording that selected cash and stock pouches and bags are part of a REM Collection, or have been removed from a REM Collection;</li> <li>• scanning bar coded labels to monitor the movement of cash and stock bags and pouches that form a REM Collection out of the Branch; and</li> </ul>

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Description	Details
	<ul style="list-style-type: none"> <li>• a facility for viewing planned order details originated by Post Office Ltd cash planning and management systems and transmitted to the Branch.</li> </ul> <p><b>2.11.4 The Cash and Stock Management</b> Business Capability supports the recording of cash movements by Branches that are designated as Operator Cash Branches.</p> <p><b>Relevant Interface Specifications:</b></p> <p>REQ/APP/AIS/3380 – Horizon Forecasting Data to CWC Application Interface Specification REQ/APP/AIS/3552 - Planned Orders to Horizon Application Interface Specification REQ/APP/AIS/3553 - CWC Replenishment Delivery Content (RDC) to Horizon Application Interface Specification REQ/APP/AIS/3554 - Pouch Collection Confirmed (POC) Horizon to CWC Application Interface Specification REQ/APP/AIS/3701 – External Interfaces to Arrow (Power BI)</p> <p><b>POL expression of the purpose of processing:</b></p> <p>Remittances - The recording of cash and currency remittances in and out from a branch Cash Declarations - Recording cash-on-hand at a branch Planned order - Providing forward notice of proposed cash deliveries Replenishment Notices - Providing confirmation of despatched cash deliveries Operator Cash Statements (POE) - Providing cash statements to Operator Self-Funded branches</p>
Type of Personal Data	<p>See : <b>Fujitsu Common Statement</b></p> <p><b>POL Expression of Personal Data:</b></p> <p>No personal data records found in the AIS document</p>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>

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Description	Details
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	None
Location of Datacentre	Belfast
Fujitsu GDPR/DPA Data Analyst	Pete Jobson

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Description	Details
Subject matter of the processing	<p><u>Additional Branch Reporting Business Capability</u></p> <p><b>Schedule B3.2 Section 2.13</b></p> <p><b>2.13.1</b> The Additional Branch Reporting Business Capability supports the ability for Users to access Branch reports using mechanisms other than Counter Positions or Admin Positions, such mechanisms accessing the reports in accordance with the AIS 'BRSS Data Access Server (BDAS) to Branch Hub AIS' (DES/APP/AIS/3718)</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>Schedule B3.2 Section 2.13.1</p> <ul style="list-style-type: none"> <li>• <b>Supports for the ability for Users to access Branch reports using mechanisms other than Counter Positions or Admin Positions</b></li> </ul>
Type of Personal Data	<p><b>Relevant Interface Specifications:DES/APP/AIS/3718</b> - BRSS DATA ACCESS SERVER (BDAS) TO BRANCH HUB AIS</p>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	<p>See : <b>Fujitsu Common Statement</b></p> <p>Postmasters and/or their Agents</p>
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	Keith Hunt/Gareth Seemungal

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Description	Details
Subject matter of the processing	<p><u>Branch Management Business Capability</u></p> <p>Schedule B3.2 Section 2.12</p> <p><b>2.12.1</b> The Branch Management Business Capability provides facilities to enable authorised Users within any Branch to perform various administrative functions</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>Schedule B3.2 Section 2.12.1</p> <ul style="list-style-type: none"> <li>• Stock Unit balancing</li> <li>• Branch accounting;</li> <li>• Printing of Client summaries</li> <li>• Printing of Branch reports (including those on-demand reports provided by POL SAP to Operator Cash Branches);</li> <li>• Support for Reversals and Refunds;</li> <li>• Support for the application of Transaction Correction Records supplied from the Core Finance System.</li> </ul> <p><b>POL expression of the purposes of the processing:</b></p> <p>Stock Unit Balancing, Reporting and Branch Accounting</p> <p>Transaction Correction - For correction of postmaster accounting errors</p> <p>Transaction Acknowledgements - To transfer cash taken at non-horizon points of sale into the Horizon branch accounts</p>
Type of Personal Data	<p><b>Relevant Interface Specifications:</b></p> <p><b>EA/IFS/002</b>-Transaction Corrections AIS</p> <p><b>REQ/APP/AIS/1392</b>-Paystation Transaction AIS</p> <p><b>REQ/APP/AIS/0004</b>- Transaction Acknowledgements AIS</p> <p><b>DES/APP/AIS/3718</b> - BRSS DATA ACCESS SERVER (BDAS) TO BRANCH HUB AIS</p> <p><b>POL expression of 'Personal Data'</b></p> <ul style="list-style-type: none"> <li>• Clerk Id</li> <li>• Customer Ref. Number</li> <li>• Client Account Number</li> </ul>

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Description	Details
	<ul style="list-style-type: none"> <li>• Customer Ref. Number</li> <li>• Token Identifier</li> <li>• Version Number</li> <li>• Additional Data</li> <li>• Client Id</li> <li>• Bank Transaction Id</li> <li>• PAN</li> <li>• Additional Data</li> </ul>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	See : <b>Fujitsu Common Statement</b> <b>POL Expression of 3<sup>rd</sup> Party Access:</b> None stated
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	Pete Jobson/Jon Hulme

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Description	Details
Subject matter of the processing	<p><b><u>ARC Strategic Smart Card Business Capability</u></b></p> <p>Schedule B3.2 Section 5.3</p> <p>The ARC Strategic Smartcard capability means the web service provided by Fujitsu that allows asylum seekers to access the benefits paid to them by the Government of the United Kingdom from a Post Office.</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>Peripheral Handling Service - To read various peripherals (including Smartcards) to extract customer id and other data.</p> <p>Sodexho (UKBA asylum seekers) - <b><u>discontinued May 2017</u></b></p>
Type of Personal Data	<p><b>N/A</b></p> <p>No current AIS documents to review for Personal Data</p>
Categories of Data Subject	<b>N/A</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	<p><b>N/A</b></p> <p>Used to be used for Sodexho (UKBA asylum seekers) payments but was discontinued May 2017</p>
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	<b>N/A</b>

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Description	Details
Subject matter of the processing	<p><b><u>British Gas Smart Metering Business Capability</u></b></p> <p><b>Schedule B3.2 – Section 5.4</b></p> <p>The Smart Metering capability means the web service provided by Fujitsu that allows customers of British Gas to access and top up their Smart Card for usage on British Gas Meters.</p> <p><b>POL Expression of the Subject Matter:</b></p> <p>The Smart Metering Business Capability is provided to customers of British Gas allowing the customers to top up their electricity over a Post Office counter in branch</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>See : <b>Fujitsu Common Statement</b></p> <p><b>POL expression of the purposes of Processing:</b></p> <p>The Post Office provides a payment service on behalf of British Gas which enables an individual to top up the electricity meter in a branch that supports this service.</p> <p>The individual presents the token to a Post Office branch counter employee which launches the transaction, and then informs the PO employee of the amount to be topped up. Following the transaction launch, the Post Office system interacts directly with the British Gas system in real-time, with the purpose of authenticating and accepting the transaction. After successful authentication and an acceptance of the payment amount, a payment is collected and a receipt of the transaction is then printed and provided to the customer.</p>
Type of Personal Data	<p>See : <b>Fujitsu Common Statement</b> for Settlement</p> <p><b>Relevant Specification Interfaces:</b></p> <p><b>REQ/APP/AIS/2368- Smart Metering Web Service AIS</b></p>

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Description	Details
	<p><b>REQ/APP/AIS/2370</b>- Smart Metering Generic Online AIS</p> <p><b>REQ/APP/AIS/2380</b>- Post Office to Vend Management System AIS</p> <p><b>3<sup>rd</sup> Party Interface Specifications:</b></p> <p><b>REQ/APP/AIS/2379</b>- British Gas VMS ISO8583 Message Definition</p> <p><b>POL expression of 'Personal Data'</b></p> <ul style="list-style-type: none"> <li>• Card Id – identifies the customer's meter. Therefore, since it is possible that the meter is in a single occupancy dwelling, Card Id is personal data.</li> <li>• Vend Code</li> </ul>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	British Gas
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	Alan Holmes/Sarah Selwyn

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Description	Details
Subject matter of the processing	<p>Identity Services</p> <p><b>NOT RECOGNISED BY FUJITSU</b></p> <p><b>CT2322 - Rel Ind - APPROVED - Identity Services Platform R1 - Detailed design</b></p> <p><b>Not progressed</b></p>
Duration of the processing	[Clearly set out the duration of the processing including dates.]
Nature and purposes of the processing	<p>[Please be as specific as possible, but make sure that you cover all intended purposes.]</p> <p>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 of data (whether or not by automated means) etc.</p> <p>The purpose might include: employment processing, statutory obligation, recruitment assessment etc.]</p>
Type of Personal Data	[ <i>Examples here include: name, address, date of birth, NI number, telephone number, pay, images, biometric data etc.</i> ]
Categories of Data Subject	[ <i>Examples include: Staff (including volunteers, agents, and temporary workers), customers/ clients, suppliers, patients, students / pupils, members of the public, users of a particular website etc.</i> ]
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	[ <i>Describe how long the data will be retained for, how it be returned or destroyed.</i> ]

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Description	Details
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	
Location of Datacentre	

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Description	Details
Subject matter of the processing	<p><b><u>Generic Web Services (GWS) Support Facility</u></b></p> <p>Schedule B3.2 – Section 6.1</p> <p>The Generic Web Services Support Facility provides a generic set of capabilities to enable a service based approach to introducing on-line business transactions. These involve counter AP-ADC transactions and request / response interactions with external internet based client host systems.</p>
Duration of the processing	See : <b>Fujitsu Common Statement</b>
Nature and purposes of the processing	<p>See : <b>Fujitsu Common Statement</b></p> <p>The GWS Support Facility enables Post Office to define and introduce into HNG-X new GWS Clients and amend or update existing GWS Clients.</p> <p>Using the 'Web Service Client Connection Process' (REQ/GEN/PRO/1386) the Generic Web Services Support Facility enables Post Office to define for a Generic Web Service Client (amongst other items) the personal and other categories of data as follows:</p> <ul style="list-style-type: none"> <li>• the transaction mapping between the In/Out Payment counter message format and the GWS Client message format; the field definition, field mapping, field validation and data transformation</li> <li>• the mapping between the response received from the GWS Client and the response returned in the In/Out Payment Counter Transaction;</li> <li>• the message data which must <b>not</b> be written to the Generic Web Service log file.</li> </ul> <p>The Generic Web Services Support Facility enables messages sent to, and responses received from, the GWS Client to be encrypted as defined in the 'Web Service Client Connection Process' (REQ/GEN/PRO/1386).</p> <p><b>The GWS Clients supported are listed in Annex 2 to the Contract Schedule B3.</b> Each of the GWS Clients personal and other data types are as defined in the Post Office Ltd Data mapping</p>

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Description	Details
	Specifications and the third party Interface Specifications listed below.
Type of Personal Data	<p>See : <b>Fujitsu Common Statement for Settlement</b></p> <p><b>Relevant Post office supplied Specification Interfaces:</b></p> <p>REQ/APP/AIS/2120 – Home Phone and Broadband Data Mapping Specification</p> <p>REQ/APP/AIS/2206 - National Express Data Mapping Specification</p> <p>REQ/APP/AIS/2203 – The Health Lottery Data Mapping Specification</p> <p>REQ/APP/AIS/2495 - FMCV (Travel Money Card) Data Mapping Specification</p> <p>REQ/APP/AIS/2507 - FMCC (Travel Money Click &amp; Collect) Data Mapping Specification</p> <p>REQ/APP/AIS/2016 – DVLA Change of Tax Class Data Mapping Specification</p> <p>REQ/APP/AIS/2015 – DVLA Vehicle Excise Duty Data Mapping Specification</p> <p>REQ/APP/AIS/2562 - Data Mapping Specification for DVLA Direct Debit Instruction Capture</p> <p><b>Relevant 3<sup>rd</sup> Party supplied Interface Specifications:</b></p> <p>REQAPP/AIS/2107 – Home Phone and Broadband AIS</p> <p>REQ/APP/AIS/2104 - National Express AIS</p> <p>REQ/APP/AIS/2187 - Five From Fifty Service Contract (The Health Lottery) AIS</p> <p>REQ/APP/AIS/2485 - FMCV (Travel Money Card) Service Specification</p> <p>REQ/APP/AIS/2509- FMCC (Travel Money Click &amp; Collect) Service Specification</p> <p>REQ/APP/AIS/2025 – DVLA Change of Tax Class AIS</p>

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Description	Details
	<p>REQ/APP/AIS/2018 – DVLA Vehicle Excise Duty AIS</p> <p>REQ/APP/AIS/2561 - DVLA Extended Licensing Services AIS Direct Debit Instruction Capture</p> <p><b><i>Deprecated 3<sup>rd</sup> Party supplied Interface Specifications HERE:</i></b></p> <p>REQ/APP/AIS/2017 – DVLA Duplicate License</p> <p>REQ/APP/AIS/1805 – Skills Funding Agency</p> <p>REQ/APP/AIS/2299 - UK BA Sodexo</p> <p>REQ/APP/AIS/2183 - UK Online Centres Location AIS</p> <p>REQ/APP/AIS/1982 - POLO Post Office to Bank of Ireland AIS</p> <p><b><i>'Personal Data'</i></b></p> <ul style="list-style-type: none"> <li>• Data described in the AISs and Data Mapping Specifications may be considered as Special category or Personal. However, the only indication given that that is the case is by the obfuscation requirements captured in the Data Mapping Specifications.</li> </ul>
Categories of Data Subject	See : <b>Fujitsu Common Statement</b>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that data type of data	See : <b>Fujitsu Common Statement</b>
Roles and responsibilities of each parties including sub-processors regarding monitoring and processing of Personal Data.	See : <b>Fujitsu Common Statement</b>
Name of 3 <sup>rd</sup> party with access to data / knowledge about data	Fujitsu Telecom (for HPBB) National Express The Health Lottery First Rate Exchange Services (FRES) Driver and Vehicle Licensing Agency (DVLA)

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Description	Details
Location of Datacentre	See : <b>Fujitsu Common Statement</b>
Fujitsu GDPR/DPA Data Analyst	Sarah Selwyn