

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)	• 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	• 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	• 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	• 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	• 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	Information obtained when Participants engage with one of the Supplier's psychometric diagnostics tools. The data obtained varies depending on which tool is used: • 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

Performa	• Information automatically collected by the Supplier platform when a user uses the Performa App, including the IP address and device type of the device used to access the Performa App and the pages viewed and links clicked when using the Performa App. • Username and work email address, which has been provided to the Supplier to enable the user to register on the Performa App to set up a user account. • Information relating to any adjustments the user may require to enable the user to use the Performa App and participate in coaching sessions, which may reveal data concerning the user's health, including disability. • Information relating to the user's personal development, collected via a discovery form and via a diagnostic questionnaire that user's are asked to complete once they have completed their first and last coaching session (coaching participants only). • The dates and times of coaching sessions the user has booked, attended, postponed, missed or cancelled (coaching participants only). • Information contained in any communications between the user and the coach, which are stored on the Performa App for future reference by the user and the coach (coaching participants only). • Information contained in any request for support or communications between the user and the Supplier support team such as the user's name and email address, date and time of the user request or communication and details of the user support request. • Information contained in any feedback forms the user completes, including the user's name and employer and views and ratings on the coaching program. • Information contained in the coach's assessment of the success of the coaching program for the user, including the user's name and employer and the coach's views on how successful the coaching program has been for the user (coaching participants only). • The user's name, voice and image to the extent captured in any recording we make of any Performa feedback session(s) that the user participates in.
DXP	• Information the user provides to the Supplier in their answers to a questionnaire the user will be asked to complete prior to accessing the DXP App, including the user's name, and other information relating to the user and their job as well as information automatically collected by Survey Monkey (who hosts the questionnaire), including an ID unique to the user and the date and time the user starts and finishes the questionnaire. • Information automatically collected by the platform when the user uses the DXP App, including the IP address, browser details, device type and location of the computer device the user uses to access the DXP App. • The user's name, work email address and information relating to the user's job (your company division and department, job title, employee ID, office country, region and city and manager country) which has been provided to us by the user's employer to enable us to set up the user account or by the user when the user completes the pre-trial survey. • Information relating to any adjustments the user may require to enable the user to use the DXP App and participate in the DXP trial, which may reveal data concerning the user's health, including disability. • Information relating to the user and the user's job derived from the user's responses to the 'Missions' the user completes and information about the user's progress within and across the 'Missions'. • The user's name, email address and information relating to the user's experience

	and views about the DXP App IF the user uses the customersuccess@themindgym.com email address or the 'Feedback' link within the DXP App to provide feedback. • The user's name, voice and image to the extent captured in any recording made of any DXP trial feedback session(s) that the user participates in. • The user's name, email address and information relating to the user's support request IF the user uses the customersuccess@themindgym.com email address or the 'Raise an Issue' link within the DXP App to request support.
Processing Purposes	
Party	Processing Purposes
Supplier	• 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	• Receiving and evaluating the benefit of the Services and Deliverables