



GDPR Data Processing Statement



Document Control 3
GDPR Data Processing Statement..... 4



Document Control

Document Overview

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Date of Next Review:	28th February 2026

Document Approval

The Chief Operating Officer shall review this policy annually and shall determine whether any further changes need to be made prior to approval. Initial release and significant changes require approval from the board.

This Policy was approved by Andy Mackey, Chief Operating Officer on 24th February 2025 and is issued on a version-controlled basis under his signature.

Document History

Date of Change	Summary of Change	New Version Number	Changes to be notified to:
24/02/25	Formal review and update with COO	V2.0	COO



GDPR Data Processing Statement

Description	Details
Subject matter of the processing	The provision of services by the Supplier to the Customer as outlined in any Order and/or associated documentation.
Duration of the processing	For the period of time from the commencement date to the expiry date of any contracted subscription period entered into by the customer.
Nature and purposes of the processing	Processing activities, such as storage and data transfer will be undertaken by the Supplier and Personal Data will be processed to provide the services to the Customer as outlined in an Order and/or associated documentation.
Type of Personal Data	Types of Personal Data as may be supplied by the Customer including name, address, email address, phone numbers, NI Number and Bank Details.
Categories of Data Subject	Data subjects include the Customer's representatives and personnel, such as employees, contractors and collaborators and other categories of data subjects as may be supplied by the Customer.
Is any of the data processed shared with third parties?	Only for the provision of the contracted services, for example Pension Funds and HMRC
Is any processing carried out outside of the EU?	No
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	On the expiration or termination of any agreement with the Customer, unless required to retain data for legal or statutory reasons we shall promptly: - return the data and any other property, information, and documents, including confidential information, relating to the agreement, which was supplied by the Customer, and/or - destroy all electronic or hard copies we made of the data and any other property, information, and documents (including any confidential information) relating to the agreement

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