

Data Protection Policy

Introduction

ProCompliance is fully aware of the requirements under the Data Protection Act 2018 and GDPR. We take all our dealings with personal data seriously and are dedicated and committed to ensuring your data is kept safe and secure.

ProCompliance service, and our contractual obligations we have with our clients mean it is necessary for ProCompliance to process personal data to ensure we can provide our service to our clients. We ensure that we do not process any data for any reason that is deemed unnecessary and will only process data where it is required to fulfil the service we offer our clients.

The main data ProCompliance process is:

First names and last names of users of our service

Email address of users of our service (in most cases this is a business email address)

Company name of which a user works for

Our service allows for the end client to offer additional fields (data) that the client deems necessary for them to effectively deliver our service. These fields are optional, and should they be activated, they will be defined by the client and if/when data is collected against these fields, they are deemed to be collected at the clients request.

For the purposes of this document, "personal data", "processing", "data controller" and "data processor" has the meanings given to them in the Data Protection Act 2018. In cases where ProCompliance are deemed to be a data processor in respect of personal data processed under the agreement between the client and ProCompliance, ProCompliance shall:

- Process data lawfully, fairly and transparently in accordance with GDPR and the Data Protection Act 2018
- Ensure our privacy policy is easily accessible at any time when data is collected to explain what data is collected, why it is needed and how long it is kept.
- Only request the minimum required data that is necessary to perform the task or service.
- Ensure all data is available for alteration, transfer, deletion or restriction upon request by the data subject.
- Ensure all systems are up to date, and effective measures are implemented to safeguard all personal data from unauthorised or unlawful processing, accidental loss, destruction, theft or damage.
- Ensure all ProCompliance colleagues are adequately trained to handle data and understand their responsibility under the Data Protection Act 2018 and GDPR.
- Limit the use of all personal data for the reason of deliver of service only
- Ensure subject data access request forms are available at request

Third Party Processors and our privacy policy

There are occasions where ProCompliance uses sub-processors to carry out tasks and ensure we can deliver our service. We ensure thorough inspection of all sub-processors for their compliance against Data Protection Act 2018 and GDPR, and a list of all our sub-processors are available upon request.

Our privacy policy further details all reasons for use of third party processors and our safeguard measures implemented to ensure we safeguard all personal data.

All questions and queries around our Data Protection Policy can be raised in writing at info@procompliance.co.uk.