



# Fair Processing Notice

## TSC Business Solutions Ltd Fair Processing Notice

Please see below for details of TSC's Fair Processing notice and confirmation of compliance re GDPR.

Last Update: 01/05/2018

Data Protection Officer: Martin Cameron

### Statement of Compliance:

- 1) Personal Data: We do hold and process personal data on behalf of our customers
- 2) Databases: We do NOT supply any databases
- 3) We are based in the UK
- 4) Joint Processors:

With the exception of clients for whom we sub contract work, there are no joint data processors. Clients for whom we subcontract work please see section 11

5) Special categories of data: Given the broad nature of our service provision, dependent on your specific requirements, it is possible that we may be processing Special Categories of data on your behalf.

6) Data Security: We have appointed a Data Controller, who is responsible for ensuring that we are meeting the requirements of GDPR, and that measures are in place to minimise the risk of a data breach

7) In the unlikely event of a data breach, we have a documented process in place to;

1. Notify the controller (i.e. you) without undue delay
2. Notify the ICO (if applicable)

8) Data Subject Rights: We have a documented policy and procedure for handling subject access requests (SARs) and we will assist you with any reasonable request to comply with the above.

9) Erasure and Rectification: As stipulated in our terms, we will delete or return personal data unless it is required by law to retain such personal data or has some other good and sufficient justification for retaining such personal data.

10) International data. With the exception of communicating with our Customers who are based outside of the UK, no data is transferred outside of the UK. Only data relating to the customer's service will be transferred and the only recipient will be the Customer or specific individuals upon the request of the Customer.

11) Our Suppliers and Sub-Contractors. We require the same high levels of compliance from our suppliers. We will ensure that all our Suppliers who have potential access to any data covered GDPR have confirmed their compliance. We will restrict access to any suppliers who are not able to confirm.