

## 1. Introduction

Project Q (trading as ac3 solutions limited) supports and adheres to the GDPR as required by law. This document lists the Data Processing Activities carried out as Data Processor on behalf of the Data Controller (schools) and Project Q's own Data Activities.

Purpose of processing	Categories of individuals	Categories of personal data
<b>Staff administration</b> (Project Q (ac3 solutions) Data Controller)	Employees  Emergency Contacts	Contact details Contractual and Financial details Staff reviews/performance management Payroll (Third party) Contact details
<b>BDM / Sales</b> (Project Q (ac3 solutions) Data Controller)	Customers	School contact details and financial (bank) Staff contact details (email/phone) Communication, activity and notes
<b>Suppliers/Orders</b> (Project Q (ac3 solutions) Data Controller)	Suppliers	Company contact details and financial (bank) Staff contact details (email/phone) Communication, activity and notes
<b>Project Q Service: Data Implementation</b>	Customers	Student name, candidate number, email address and project work viewed within the Project Q Software
<b>Project Q: Data Backup</b>	Customers	Project Q data (as above) School contact details and financial (bank) Staff contact details (email/phone) Communication, activity and notes
<b>Technical Support</b>	Customers	Staff contact details (email/phone) Communication, activity and notes including reference to data in fault resolution

## Retention

Purpose	Individuals	Retention & Security
<b>Staff administration</b>	Employees  Emergency Contacts	3 years post-employment. Secured in locked filing cabinet. Restricted access. End of employment. Secured in locked filing cabinet. Restricted access.
<b>BDM / Sales</b>	Customers	3 years post-campaign. Encrypted storage, access controls
<b>Suppliers</b>	Suppliers	End of supplier relationship. Encrypted storage. Appropriate access controls.
<b>Project Q Service</b>	Customers	End of customer relationship, all data is provided to the customer and erased from our servers and backup routines. Data is encrypted in transit, secured by access levels and encrypted in backup devices. Antivirus. Malware, firewalls and DDoS protection in place.

## Contact Details

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This document was approved by A Cree, Managing Director of Project Q (trading as ac3 solutions limited) on 20<sup>th</sup> March 2019 and is issued on a version controlled basis.



Signature:

Date:20/03/19

### Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	A Cree	20.03.2019