

# **GDPR Statement**

### Introduction

On 25<sup>th</sup> May 2018 the General Data Protection Regulation (GDPR) became effective and replaced the previous Data Protection Act of 1998. GDPR outlines the responsibilities of an organisation which holds and processes the personal data of individuals within the EU.

IntelliCentrics has always been committed to offering the most compliant service possible to all of our customers and employees. This continues with the introduction of GDPR.

## **Preparing for GDPR**

In preparation for the introduction of the new regulations, IntelliCentrics undertook multiple steps, including:

- appointing a designated a data protection officer;
- employee GDPR awareness training for existing and new employees;
- introducing a data asset register for all personal data within the organisation and its applications, which includes documented processes for the collection, retention and deletion of personal data;
- identifying risks (privacy impact assessment) and adding new measures for all future application development; and
- reviewing all policy and consent statements.

#### **Our Customers**

We understand GDPR's impact on organisations and want to assure our customers that all personal data shared within our applications is processed compliantly to current and future data processing regulations.

# **Subject Access Requests**

IntelliCentrics can provide support (listed below) for customer data we hold and process.

- Personal data subject access requests.
- Retention periods and deletion of personal data.
- Data portability requests.

## **Data Breaches**

IntelliCentrics has a pre-defined procedure for managing a data breach. This process includes the identification, review and reporting of such an incident to the relevant controller.

Please note that IntelliCentrics provides comprehensive security measures to protect against data breaches.