

THIRD-PARTY DUE DILIGENCE COMPLIANCE

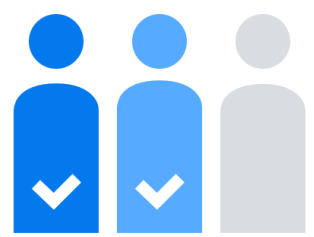


WHAT YOU NEED TO KNOW:

Whenever we use a new third-party processor we have to carry out due diligence. This involves checking that the third-party's service is compliant with the data protection regulations.

WHAT IS MEANT BY PROCESSING?

A third-party will be "processing" our data if they are doing any of the following activities: viewing, editing, accessing, carrying out a task at our request, storing the data, etc. This means that an online or cloud-based service (e.g. CRM, storage, etc.) will be processing our data.



WHAT THE LAW SAYS:

We must only use third-party processors who are able to demonstrate they are compliant and we must put in place a contract binding the processor to applying data protection to their processing.

DO:

Contact the Data Protection Officer if you intend on using a new third-party system or service provider to process any of our data

Tell the Data Protection Manager if the third-party has supplied any agreements, terms of service or data processing agreements for you to sign.



DON'T:

Start using a new provider without checking that we have carried out due diligence on them, first

IF YOU ARE IN ANY DOUBT CONTACT THE DATA PROTECTION OFFICER



HELP AND SUPPORT ON GDPR, DATA PROTECTION, PRIVACY, MARKETING COMPLIANCE AND WEB SECURITY