

## GDPR Compliance Statement

### GDPR Overview

The General Data Protection Regulations (GDPR) will be implemented on 25 May 2018. Consequently SAAS is reviewing and where necessary updating its existing compliance under the GDPR and the UK Data Protection Bill currently progressing through Westminster Parliament.

SAAS will process personal data in line with the six data protection principles of the GDPR set out in Article 5 which are that personal data must be:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

### Compliance

We will be adding information to our website to how we will comply with GDPR and the Data Protection Act going forward.

This information will include:

- Data Protection Policy
- Call Recording Policy

- Data Breach Response Plan
- Updated Privacy Statements providing information about the personal information we collect and hold
- Information on the legal basis for processing personal data
- Guidance for Higher Education Institutions regarding sharing personal data and meeting the principles under GDPR
- FAQ's on GDPR

The GDPR provides increased rights to data subjects:

- Right of access
- Right to have incorrect or inaccurate personal information rectified
- Right to erasure in specified circumstances
- Right to restriction of processing
- Right to data portability
- A right to object to automated processing

In line with these rights we will be publishing guidance on the Rights of Individuals which will include how you can:

- Ask for your personal data
- Have incorrect personal data changed or updated
- Make an enquiry or complaint about the way your personal data is being collected and stored.
- Ask for personal data to be erased in certain circumstances

**April 2018**