

Record of Processing Activities

(FOR DATA CONTROLLERS)

This Record of Processing Activities (Record) describes how STEVE WOOD SERVICES LTD processes personal data. STEVE WOOD SERVICES LTD recognizes that Article 30 of the EU General Data Protection Regulation (GDPR) imposes documentation requirements on controllers and processors of data. This Record is company confidential information but STEVE WOOD SERVICES LTD will provide it to the appropriate supervisory authority on request as required by Article 30.

Data Controller Details:

Name: STEVE WOOD SERVICES LTD

Address: UNIT 14, CENTRE PARK, RUDGATE, TOCKWITH. YORK YO26 7QF

Telephone Number: 01423 358989

Website: www.steve-wood.co.uk

DIRECTOR: STEVE WOOD 01423 358989 screen@steve-wood.co.uk

Data Privacy Manager: KAREN COOMBES 01423 358989 screen@steve-wood.co.uk

Categories of Data Subjects

STEVE WOOD SERVICES LTD collects personal data from the following categories of data subjects:

- ! STEVE WOOD SERVICES LTD customers
- ! STEVE WOOD SERVICES LTD suppliers.
- ! STEVE WOOD SERVICES LTD employees and job applicants.

Categories of Personal Data

STEVE WOOD SERVICES LTD collects the following categories of personal data about customers

We will collect, store, and use the following categories of personal information about you:

- Identity Data includes first name, maiden name, last name, marital status, title, and gender
- Contact Data includes billing address, delivery address, email address and telephone numbers.
- Financial Data includes bank account and payment card details.
- Transaction Data includes details about payments to and from you and other details of products and services you have purchased from us..
- Technical Data includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- Profile Data includes, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- Usage Data includes information about how you use our website, products and services.
- Marketing and Communications Data includes your preferences in receiving marketing from us and your communication preferences.

We do not collect any special categories" of more sensitive personal information:

STEVE WOOD SERVICES LTD collects the following categories of personal data about employees and job applicants:

We will collect, store, and use the following categories of personal information about you:

- ! Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- ! Date of birth.
- ! Gender.
- ! Next of kin and emergency contact information.
- ! National Insurance number.
- ! Bank account details, payroll records and tax status information.
- ! Salary, annual leave, pension and benefits information.

- ! Start date.
- ! Location of employment or workplace.
- ! Copy of driving licence.
- ! Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- ! Employment records (including job titles, work history, working hours, training records and professional memberships).
- ! Information about your use of our information and communications systems.
- ! Photographs.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- ! Information about your health, including any medical condition, health and sickness records.
- ! Biometric data.
- ! Information about criminal convictions and offences
- ! Trade union membership

STEVE WOOD SERVICES LTD collects the following categories of personal data about vendors or suppliers:

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Gender.
- Marital status
- Bank account details.
- Start date.
- Location workplace.
- Contractual details
- Performance information.
- Disciplinary and grievance information

Purposes of Data Processing

STEVE WOOD SERVICES LTD collects and processes personal data about customers for the following purposes:

- ! Maintaining and enhancing STEVE WOOD SERVICES LTD products and services.
- ! Providing products and services and customer management.
- ! Account management.
- ! Direct marketing.
- ! Supporting network and system security.
- ! Auditing.
- ! Detecting and preventing fraud.
- ! Complying with legal obligations.
- ! Conducting web analytics.

STEVE WOOD SERVICESS LTD collects and processes personal data about employees and job applicants for the following purposes:

- ! Recruitment and selection of employees.
- ! Personnel management.
- ! Workplace monitoring.
- ! Human resources administration including payroll and benefits.
- ! Complying with legal obligations.
- ! Education, training, and development activities.

STEVE WOOD SERVICES LTD collects and processes personal data about vendors or suppliers for the following purposes:

- ! To obtain products and services.
- ! Vendor administration, order management, and accounts payable.
- ! Evaluating potential suppliers.

Categories of Personal Data Recipients

STEVE WOOD SERVICES LTD discloses personal data to the following categories of recipients, some of which may be located in third countries or may be international organizations as defined in Article 4(26) of the GDPR:

- ! Auditors and professional advisors, such as lawyers and consultants.
- ! Local law enforcement officials.
- ! Third-party service providers, such as providers of:
 - ! IT system management;
 - ! information security;
 - ! payroll administration; or
 - ! retirement plan administration.

STEVE WOOD SERVICES LTD

Transferring information outside the EU

We will only transfer your personal data outside the European Economic Area (EEA) if:

- (a) you specifically ask us to do so;
- (b) the data is contained on a mobile device that is taken outside the EEA to enable us to maintain contact with you and we will ensure that it only processed in accordance with the rules applicable within the UK and maintain the same level of security

If we transfer data outside of the EEA at your request you will need to ensure that any country outside of the EEA have sufficient safeguards to protect your data.

Should any third party request the transfer of your data outside of the EEA will advise you of this at the time so that you can decide whether or not the information may be passed to them. Before making that decision you should make yourself aware of what safeguards are in place to protect your data.

Personal Data Retention Periods

Except as otherwise permitted or required by applicable law or regulation, STEVE WOOD SERVICES LTD only retains personal data for as long as necessary to fulfill the purposes STEVE WOOD SERVICES LTD collected it for, as required to satisfy any legal, accounting, or reporting obligations, or as necessary to resolve disputes. To determine the appropriate retention period for personal data, STEVE WOOD SERVICES LTD considers the amount, nature, and sensitivity of personal data, the potential risk of harm from unauthorized use or disclosure of personal data, the purposes for processing the personal data, whether the employer can fulfill the purposes of processing by other means, and any applicable legal requirements.

STEVE WOOD SERVICES LTD typically retains personal data for the periods set out below, subject to any exceptional circumstances or to comply with laws or regulations that require a specific retention period.

Information about customers:

We will collect, store, and use the following categories of personal information about you for a period of 7 years:

- Identity Data includes first name, maiden name, last name, marital status, title, and gender
- Contact Data includes billing address, delivery address, email address and telephone numbers.
- Financial Data includes bank account and payment card details.
- Transaction Data includes details about payments to and from you and other details of products and services you have purchased from us..
- Technical Data includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- Profile Data includes, purchases or orders made by you, your interests, preferences, feedback and survey responses.
- Usage Data includes information about how you use our website, products and services.
- Marketing and Communications Data includes your preferences in receiving marketing from us and your communication preferences.

Information about employees and job applicants:

We will collect, store, and use the following categories of personal information about you for 7 years:

- ! Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.

- ! Date of birth.
- ! Gender.
- ! Next of kin and emergency contact information.
- ! National Insurance number.
- ! Bank account details, payroll records and tax status information.
- ! Salary, annual leave, pension and benefits information.
- ! Start date.
- ! Location of employment or workplace.
- ! Copy of driving licence.
- ! Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- ! Employment records (including job titles, work history, working hours, training records and professional memberships).
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We may also collect, store and use the following "special categories" of more sensitive personal information:

- ! Information about your health, including any medical condition, health and sickness records.
- ! Biometric data.
- ! Information about criminal convictions and offences
- ! Trade union membership

Information about vendors or suppliers:

We will collect, store, and use the following categories of personal information about you for 7 years:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Gender.

- Marital status
- Bank account details.
- Start date.
- Location workplace.
- Contractual details
- Performance information.
- Disciplinary and grievance information

Technical and Organizational Security Measures

STEVE WOOD SERVICES LTD has implemented the following technical and organizational security measures to protect personal data:

- ! Pseudonymisation of personal data.
- ! Access control and user authentication.
- ! Employee training on information security.
- ! Fitting of door locks which require an access code
- ! Shredding documents older than 7 years

Changes to this Record of Processing Activities

STEVE WOOD SERVICES LTD reserves the right to amend this Record of Processing Activities from time to time consistent with the GDPR and other applicable data protection requirements.

Effective Date: 25.5.2018

Last modified: 25.5.2018