MSS-DP-DOC-11.2

DATA PROTECTION Statement of Legitimate Processing

Retirement Capital

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# Revision History

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# Management Summary

The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR). This Data Protection Policy forms the basis for complying with legal data protection requirements as well as the protection of the processed personal data of Retirement Capital

Data protection is essential for Retirement Capital in order to meet the legal requirements for handling person-al data. This data protection Policy is therefore made binding on all the organisation’s internal pro-cesses. This is data protection by design and is fundamental to the company’s policy and attitude to data protection.

Retirement Capital is both a data controller and a data processor as defined under the Act. The former because we hold necessary data on our staff, subcontractors, suppliers and customers. The latter because we provide cloud processing services for government and private sector customers.

Under the Act, everyone responsible for using personal data has to follow strict rules called data protection principles. They must make sure the information is:

• used fairly, lawfully and transparently

• used for specified, explicit purposes

• used in a way that is adequate, relevant and limited to only what is necessary

• accurate and, where necessary, kept up to date

• kept for no longer than is necessary

• handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

This Data Protection Policy regulates the handling of personal data. In particular, it is intended to:

• Assign responsibilities and obligations for all relevant privacy issues,

• Raise awareness of the need for strategic, technical and organisational measures to ensure data protection requirements, and

• Define the procedure for dealing with data Breach incidents.

# Statement of Legitimate Processing

## Staff and contractor information

As an employer, Retirement Capital has a requirement to hold confidential personal information about its staff and contractors. This information is held in accordance with all the terms on the Data Protection Act 2018 and is legitimately held as it is a **CONTRACTUAL NECESSITY**.

## Other personal information

As a Data Processor only, Retirement Capital has **no legitimate right to acquire and hold** confidential personal information on any individual except those referenced in 2.1 above. It will therefore not do so.

# Record of use or sharing of personal information

|  |  |  |
| --- | --- | --- |
| Information Type | Processing requirement | Legitimate reason |
| Staff records | Holding and updating | Contractual necessity |
| Contractor records | Holding and updating | Contractual necessity |
| Other personal data | None | None |