

Cognisco Ltd

Fair Processing Notice

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| Document Ref: | (Ref) |
| Version: | 1 |
| Date of version: | 06/02/2018 |
| Author: | A Ellis |
| Approved by: | (Approver) |
| Confidentiality level: | Public / Internal / Confidential [Delete as appropriate] |

Scope

All data subjects whose data is processed by Cognisco Ltd.

Responsibilities

The (Data Protection Officer / GDPR Owner) is responsible for ensuring that this notice is placed in front of potential data subjects prior to Cognisco Ltd collecting/processing their personal data.

All Employees/Staff of Cognisco Ltd who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

Procedure Statement

The personal data we collect from you will be used for the following purposes:

- List the purposes of why this data is being collected here
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By consenting to this, you are giving us permission to perform those actions.

Read more about how and why we use your data here [\[link\]](#).

You may withdraw consent at any time by [\[describe how the user withdraws consent\]](#).

What is Personal Data?

Under the EU's General Data Protection Regulation:

Personal Data is defined as “any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

Special Categories of Personal Data

Certain data are classified under the Regulation as "special categories":

- Racial
- Ethnic origin
- Political Opinions
- Religious Beliefs
- Trade-union membership
- Genetic Data
- Biometric Data
- Health Data
- Data concerning a natural person's sex life
- Sexual orientation
- Other

Consent is required for Cognisco Ltd to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

Why does Cognisco Ltd need to collect and store personal data?

In order for us to provide you [with a service] we need to collect personal data for [correspondence purposes and/or detailed service provision]. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. We may pass your personal data on to our service providers who are contracted to Cognisco Ltd during dealing with you. Our contractors are obliged to keep your details securely, and use them only to [fulfil the service they provide you on our behalf]. Once your service need has been satisfied or the case has been closed, they will dispose of the details in line with Cognisco Ltd's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do so.

How Cognisco Ltd uses your information

Cognisco Ltd will process – that means collect, store and use – the information you provide in a manner that is compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances, the law sets the length of time information has to be kept, but in most cases Cognisco Ltd will use its discretion to ensure that we do not keep records outside of our normal business requirements.

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Using your personal data

We will use the information you provide for the following purposes:

- Provide detailed description here of the purposes for which you use the personal data.

Document Management

This document is valid as of January 2018

This document is reviewed periodically and at least annually to ensure compliance with the following prescribed criteria.

- General Data Protection Regulation
- Legislative requirements defined by law, where appropriate

(Role)

(Author)

(Signature)