

Preparing for the General Data Protection

Regulation (GDPR)

Matureaccountants Ltd.



1 Data storage

MATUREACCOUNTANTS LTD (MA) is hosted on secure Unix servers in Maidenhead in the UK. The servers are self-healing and mirrored, and data is backed up to remote servers in Nottingham on a daily basis.

2 Information we hold

MA stores job applicant data in the form of personal information about individuals such as name, email address, and CV etc., as well as documents such as membership certification. All of this data is under the control of the applicant having been entered by them. Personal data for each applicant is accessible at any time and editable by the user and includes the ability to delete their data. Data is encrypted for transmission.

3 Communicating privacy information

MA provides instructions on the management of individual user information which is then in the control of the user themselves. They can control what other people can see.

4 Individuals' rights

MA stores user data that can be edited and deleted by both the system administrator and the individual user. This gives full rights to the client and user: of access; rectification; erasure; restrict processing; data portability; and to object; and exclude automated decision-making including profiling.

5 Subject access requests

MA can delete data as requested by both the client and user, as well as providing data in Excel spreadsheet format on request.

6 Lawful basis for processing personal data

MA provides a cloud service for job application based on applicants willingly providing data to further their application. It therefore has a lawful basis on which to process data.

7 Consent

MA stores data uploaded by both the client and the individual applicant. As the user can edit and delete their own data it is taken that consent is implicit in the process.

8 Children

MA does not store data for or about children.

9 Data breaches

MA stores data on professionally managed secure servers. The ISP will contact MA in the event of a data breach, and MA is bound to inform the ICO if personal data is involved.

10 Data Protection by Design and Data Protection Impact Assessments

MA stores data on professionally managed secure servers designed with industry standard security and incorporating SSL encryption for data transfers. We regularly monitor server access data and consider the impact of data loss on privacy.

11 Data Protection Officers

MA have a designated and registered data processor and compliance officer.
Mr Nils Lloyd-Penny.

12 International

MA operates within the UK and does not carry out any cross border data processing.