

# Softation

# GDPR Policy

## Introduction

This document defines and explains the GDPR policy of Softation

## Data Held

Data are held for maintaining invoicing and communication purposes only. Personal data comprises: Name, Address, Phone number, email address.

## Lawful Basis

These data are held under the “Contract” lawful basis

## Period of retention

Data will be held for 7 years, or when the owner requests deletion, whichever is sooner. (but see below)

## Data Deletion

An owner can request deletion, which will be carried out immediately, unless the owner has outstanding bookings or unpaid invoices.

Pre-existing invoices will retain name and address in perpetuity.

## Data Storage

Personal data are stored on a computer server, protected by password. Only the treasurer and secretary have access to these data

## Third Parties

No data will be shared with third parties unless legally required.

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