

Data Sharing Appendix

“Personal Data” has the meaning given to it by GDPR, and relates only to personal data, or any part of such personal data, of which the Customer is the Data Controller and in relation to which the Supplier is the Data Processor.

Personal Data sharing purpose	The Software/Services allow(s) the Licensee/Customer to report information to HMRC on expenses and benefits received by employees.
Objectives and benefits of Personal Data sharing	To ensure legislative compliance with Income Tax (Earnings and Pensions) Act 2003.
Personal Data being shared	National Insurance Number, Date of Birth, Gender, Name, Address, email address.
The Licensee’s justification for Processing Personal Data, in accordance with Article 6 GDPR	To ensure legislative compliance with Income Tax (Earnings and Pensions) Act 2003.
Sensitive Personal Data being shared	Not Applicable.
Media for sharing Personal Data	Internet/web via an HTTPS connection.
Persons between whom Personal Data will be transferred	Licensee, their employees and HMRC. PAS Ltd based on authorisation of a support request.
Frequency of Personal Data transfer	When Licensee chooses to send data to HMRC or when they request and authorise support from PAS Ltd.
How Personal Data is stored by the Supplier	The data is stored in a database hosted at an ISO27001 data centre and protected by NTFS and Windows Group Policy.
How long Personal Data is stored by the Supplier	At the discretion of the licensee (in line with HMRC recommendations).
How the Supplier will destroy Personal Data	Data is destroyed in line with the published Procedure for the Disposal and Destruction of Sensitive Data on Termination or request.