

## 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.

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