Wolters Kluwer

GDPR PRODUCT INFO SHEET

Structuurenquete

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1. **Nature of processing**

    This application reads data from the annual financial statements and CRM system in use and inserts these data automatically into the correct section. The data are manually supplemented. The application provides checks on the completeness and correctness of the data in accordance with the FPS Economy protocol. The application generates an XBRL export document.

2. **Categories of Personal Data processed**

    The Processer will only process the following categories of Personal Data in the context of this Addendum:

    ☒ identity data (name, address, mobile phone number, email address, date of birth, vehicle registration number, IP address, etc.)
    ☒ identity data issued by the government (national registration number, passport number, etc.)
    ☒ contact information (address, email address, IP address, IMEI, etc.)
    ☒ social status (position at work, position within the community, family situation, etc.)
    ☒ financial information (bank account numbers, loans, mortgages, investments, payment behaviour, ratings, etc.)

3. **Categories of Data Subjects**

    ☒ Controller's customers

4. **Purposes of processing**

    ☒ FPS Economy requirement

    As part of our ongoing efforts to improve the quality and functionality of our software/product, we collect and analyse data on the use of our products. The data collected is used exclusively for the following purposes:
    Identifying and resolving technical problems and bugs
    Optimising the user experience and interface
    Developing new features and improvements tailored to user needs and preferences
    Perform general product analysis to improve the efficiency and effectiveness of the software

5. **Retention period**

    The Processor does not have access to personal data, except when the Controller explicitly gives instructions to carry out a support task.

6. **Security measures**

    As the product is not in a location hosted by the Processor, responsibility for security lies with the Controller.

Detailed technical and organisational measures:	
Access control: buildings	Access to Wolters Kluwer buildings is controlled by both technical and organisational measures: access control with personalised badges,

	electronic locking of doors, reception procedures for visitors.
Access control: systems	Access to networks, operational systems, user administration and applications require the necessary authorisations: advanced password procedures, automatic time-out and blocking for incorrect passwords, individual accounts with histories, encryption, hardware and software firewalls.
Access control: data	Access to the data themselves on the part of Wolters Kluwer is controlled by organisational measures: user administration and user accounts with specific access, personnel trained in data processing and security.
Available certification	ISO/IEC 27001 certification

7. **Sub-processors**

   There are no Sub-processers.

8. **Transfer of personal data**

   No transfer of personal data takes place.