Wolters Kluwer

GDPR PRODUCT INFO SHEET
Kluwer Office

1. Nature of processing

Office management software for bookkeeping and accounting firms, to maintain customer data, documents, hours worked, invoicing and task monitoring.

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
☒ Controller's own employees

4. Purposes of processing

☒ delivery of goods or services

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.

7. Sub-processors

There are no Sub-processers.

8. Transfer of personal data

No transfer of personal data takes place.