

Preparing for the General Data Protection

Regulation (GDPR)

TTG - UK Ltd.



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Data storage

TTG is hosted on secure Unix servers in Maidenhead in the UK. The servers are self-healing and mirrored, and data is backed up to remote servers in Nottingham on a daily basis.

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Information we hold

TTG stores MAT, School and Governor / Staff data in the form of personal information about individual users of the system, name, email address, type of governor etc.. as well as documents such as meeting minutes and school policies. All of this data is under the control of the key administrators within the client organisation. Personal data for each user is also accessible and editable by the user themselves and includes the ability to selectively display as well as delete their data. Data is encrypted for transmission.

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Communicating privacy information

TTG provides instructions on the management of individual user information which is then in the control of the user themselves. They can control what other people can see.

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Individuals' rights

TTG stores user data that can be edited and deleted by both the client administrator and the individual user. This gives full rights to the client and user: of access; rectification; erasure; restrict processing; data portability; and to object; and exclude automated decision-making including profiling.

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Subject access requests

TTG can delete data as requested by both the client and user, as well as providing data in Excel spreadsheet format on request free of charge.

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Lawful basis for processing personal data

TTG provides a cloud service for MATs and Schools to manage their governance. It carries out the same processing that the client organisation would carry out, the only difference being that data is stored externally to the organisation. It therefore has a lawful basis on which to process data.

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Consent

TTG stores data uploaded by both the client and the individual user. As the user can edit and delete their own data it is taken that consent is implicit in the process.

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Children

TTG does not store data for or about children. It is also advised that Schools do not upload any documents that contain names or any other details of children.

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Data breaches

TTG stores data on professionally managed secure servers. The ISP will contact TTG in the event of a data breach, and TTG is bound to inform the ICO if personal data is involved.

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Data Protection by Design and Data Protection Impact Assessments

TTG stores data on professionally managed secure servers designed with industry standard security and incorporating SSL encryption for data transfers. We regularly monitor server access data and consider the impact of data loss on privacy. Most data stored on TTG is in the public domain.

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Data Protection Officers

TTG have a designated and registered data processor and compliance officer.
Mr Geoffrey C Bail.

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International

TTG operates within the UK and does not carry out any cross border data processing.