Schedule 1

Data Protocol

Types of personal data to be processed and categories of data subject

The provision of the Services will involve the Supplier processing Personal Data during the Term as described in more detail below:

List of Parties	**Data Controller: Client** **Data Processor:** Timetastic Limited. **Address**: Kings Court, Water Lane, Wilmslow, Cheshire, SK9 5AR. **Contact:** hello@timetastic.co.uk
The subject matter of the processing	The personal data of the Data Controller's employees will be processed by the Data Processor on behalf of the Data Controller for the purpose of delivering the Services
The duration of the processing	The duration of processing is determined by the Data Controller's use of the Services and is subject to the following retention and deletion practices: • User Account data is deleted upon request within 90 days, although for technical reasons, some traces of your use may remain in our systems, including in connection logs and in backup copies for 12 months. • The duration of the processing will be from the beginning of the agreement until 18 months after termination of the agreement.
The nature and purpose of the processing	The Data Processor will process personal data on behalf of the Data Controller for the following purpose: • To provide the Data Controller with a software-as-a-service solution for employee records and absence management.
The type of personal data being processed	Personal data processed may include: • Identity data • Contact data • Financial data • Technical data • Profile data • Usage data • Location data • Employment-related data entered or configured by the Data Controller within the Services Processing may include Special Categories of Personal Data where entered or enabled by the Data Controller for absence management purposes. **Rota & Timeclock functionality only (where enabled by the Data Controller):** • Still photographs captured at the point of clock-in / clock-out

	• Biometric analysis outputs consisting of a numerical "distance" or match score used to identify potential mismatches at the point of clock-in / clock-out Additional personal data may be processed where determined by the Data Controller through its use of the Services in accordance with the Agreement and Data Processing Agreement.
The categories of data subjects	Employees of the Data Controller, including contractors, consultants and similar personnel, who use Timetastic products and services in connection with their employment or engagement.

Technical and Organisational Security Measures

The Processor shall implement and maintain appropriate technical and organisational measures to ensure a level of security appropriate to the risk, taking into account the nature, scope, context and purposes of the processing, and the likelihood and severity of risk to the rights and freedoms of data subjects. Such measures shall, as a minimum, include controls relating to:

- access management and least-privilege access controls;
- encryption of personal data at rest and in transit;
- system and network security;
- resilience, availability and disaster recovery;
- monitoring, logging and incident response; and
- staff confidentiality, training and security governance.

Further detail on the Processor's current technical and organisational measures, which form part of the Processor's security framework supporting this Agreement, is available at:
Timetastic Data Security.

The Processor shall regularly review and assess the effectiveness of these measures to ensure they remain appropriate to the risk and aligned with applicable good industry practice.

The Processor may update such measures from time to time, provided that any such updates do not materially reduce the overall level of security afforded to the Personal Data.

Third Party Processors

An up-to-date list of our third-party processors can be found on our website here.