Wolters Kluwer

GDPR PRODUCT INFO SHEET
BRILJANT ADMINISTRATOR

1. **Nature of processing**

   ERP application

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, 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
   ☒ Processor's own customers
   ☒ Processor's own employees
   ☒ suppliers, consultants, service-providers, authors, etc.

4. **Purposes of processing**

   ☒ finance
   ☒ purchasing
   ☒ delivery of goods or services
   ☒ direct marketing
   ☒ other advertising or marketing purposes
   ☒ supplier management
   ☒ business analytics

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.