

Statement of GDPR Compliance

Dulann Limited hereby states that our cloud-based Learning Management services are fully compliant with all applicable regulations in the General Data Protection Regulation 2016 (GDPR).

Dulann Limited are committed to maintain GDPR compliance across our services. This includes software and application design, data processing operations and any other business activity.

Dulann Ltd. achieves GDPR compliance as follows:

- **Lawfulness, fairness and transparency** - you must process personal data lawfully, fairly and in a transparent manner in relation to the data subject.

Dulann Limited processes data only on instruction of the data controller and in the way instructed. Where possible, consent for data processing is sought from data subjects prior to processing their data. Data subjects agree to data processing each time they log on to the system by accepting the standard system disclaimer. A privacy policy is available through each client's Learning Management System.

- **Purpose limitation** - you must only collect personal data for a specific, explicit and legitimate purpose. You must clearly state what this purpose is, and only collect data for as long as necessary to complete that purpose.

Dulann Limited does not use personal data that is available on their systems for any other purpose than managing the online training experience.

- **Data minimisation** - you must ensure that personal data you process is adequate, relevant and limited to what is necessary in relation to your processing purpose.

Dulann Limited only collects personal data that is relevant to the learner experience. Data stored includes first name, last name, email address, physical address and telephone number. Other personal data is only collected on explicit instruction of the data controller.

- **Accuracy** - you must take every reasonable step to update or remove data that is inaccurate or incomplete. Individuals have the right to request that you erase or rectify erroneous data that relates to them, and you must do so within a month.

Learners are able to access their own personal data at any stage. They are able to make alterations and can update their data as necessary. Learners also have access to any system-generated data that might be available in relation to themselves in the form of personalised learner reports.

- **Storage limitation** - You must delete personal data when you no longer need it. The timescales in most cases aren't set. They will depend on your business' circumstances and the reasons why you collect this data.

Storage periods for all data is limited by data controller's instruction. Generally, personal data is stored for the period a learner is active on the system.

- **Integrity and confidentiality** - You must keep personal data safe and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data on our systems is secured in a number of ways: access control through firewall and data security measures, user authentication through user name and password, data encryption in data storage and for all data backups.

All system data is backed up daily and can be restored from backup in case of system outages or accidental damage.