

### GDPR Confirmation of Compliance Checklist

Company Registered Name:	Monek Limited
Company Registration Number:	09767332
Registered Address:	Innovation House, Davidson Road, Lichfield, England, WS14 9DZ
Applicable accreditations:	PCI:DSS Level 1, V3.2
Email Address:	<a href="mailto:dpo@monek.co.uk">dpo@monek.co.uk</a>
Contact Number:	0345 269 6645
Update Date:	17th April 2018

Ref	Question	Response
1	In what capacity do Monek access Personal Data?	Monek are the Data Processor for personal data submitted by our Merchants and Partners for the purpose of processing payments
1.1	Are there appropriate policies and procedures in place regarding Information Security and are these updated and briefed to all staff on a regular basis?	Yes
1.2	Does this meet the GDPR evidence requirements?	Yes
1.3	What is the ICO registration number?	ZA244482
1.4	What is the process to contact the Data Protection Officer?	Please email <a href="mailto:dpo@monek.co.uk">dpo@monek.co.uk</a>
1.5	Is any personal data shared with any 3rd parties?	Yes
1.6	What is that data and why?	Please refer to our Privacy Policy
1.7	Are all data transfer mechanisms protected?	Yes - data is only ever transferred by SFTP
1.8	How long is personal data retained for?	Personal Data is retained in line with our obligations as a service provider and for reasons of legal / compliance - please refer to our Privacy and Personal Data Retention Policies for further details
1.9	Is there a documented policy in place relating to data subject access?	Yes - please refer to our Privacy Policy and our Data Subject Access Request Procedure
2	Is there a documented policy in place relating to the right to be forgotten?	Yes - please refer to our Privacy Policy and our Data Subject Access Request Procedure
2.1	Is there a documented policy in place relating to a portable data subject record?	Yes - please refer to our Privacy Policy and our Data Subject Access Request Procedure
2.2	Is there a documented policy in place relating to the rectification of a data subject record?	Yes - please refer to our Privacy Policy and our Data Subject Access Request Procedure
2.3	What processes are in place to notify of a data protection or security incident?	Please refer to our Personal Data Breach Response Procedure
2.4	What processes are in place to ensure data privacy is paramount?	A Privacy Impact Assessment (PIA) is conducted for all projects to ensure privacy by design as per our Software Development and Change Management policies and procedures.
2.5	What processes are in place when asking for consents and permissions from a data subject?	Our lawful basis for processing is the fulfillment of our contractual and legal obligations therefore obtaining explicit consent is not applicable.
2.6	What processes are in place regarding right to audit and inspection?	Right to audit and inspection will be provided in line with our legal and compliance obligations to PCI:DSS and our own internal IT security protocols - each case will be assessed based on the scope of the requirements which should be submitted to <a href="mailto:dpo@monek.co.uk">dpo@monek.co.uk</a>
2.7	Are all processing activities fully audited?	Yes - as mandated by PCI and GDPR
2.8	Are there any activities related to higher risk processing?	No
2.9	Is any data held outside the EU?	No
3	Are all sub-contractors that have access to any confidential customer data also compliant in these regulations?	Yes