

The General **DATA PROTECTION REGULATION** at WorldAPP

What is the GDPR?

The General Data Protection Regulation (GDPR) is a substantial legal act which replaces the EU Data Protection Directive 95/46/EC. It harmonizes the data protection legislation within the EU, protects the European citizens' rights and safeguards their personal data.

Who does the GDPR apply to?

The GDPR applies to organizations processing personal data of the European citizens (data subjects) regardless of the organization's location.

The definition of personal data processing is comprehensive and includes collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of personal data.

When will the GDPR come into effect?

The GDPR will come into effect on the 25th of May 2018.

Can personal data be transferred outside the EU under the GDPR?

Yes. The restrictions that were imposed on personal data transfers by the Data Protection Directive 95/46/EC were not changed by the GDPR. Personal data can be transferred from the EU to the other countries when either the adequacy decision has been adopted in regards to those countries by the European Commission, or the appropriate mechanisms which ensure the adequate level of data protection are enforced.

WorldAPP introduces to its customers several options for legitimization of international personal data transfers.

Firstly, we participate in the Privacy Shield Program, which European Commission has considered adequate to allow transfers of personal data from the European Union to the United States. Our contract templates contain personal data protection clauses to reflect the requirements of the EU data protection legislation and guarantee compliance with it. Secondly, we are always willing to sign the Standard Contractual Clauses for the transfer of personal data to the third countries adopted by the European Commission to safeguard any personal data transfers.

The steps we are taking to comply with the GDPR

WorldAPP has implemented various processes to ensure compliance with the GDPR, in particular:

- We incorporated the data protection clauses into our contract templates to ensure compliance with the requirements of the GDPR;

- We refreshed our Privacy Policy to establish the necessary changes implemented by the GDPR;
- We appointed the Data Protection Officer, so that the well-defined data protection control is assured;
- We appointed Designlogic Limited as an official representative of WorldAPP in the European Union;
- We conduct GDPR compliance trainings for the persons who are authorized to process personal data within the company;
- We have a well-established mechanism of regular policies review to guarantee compliance with the data protection legislation;
- The processes within the company allow us to restore the data availability and access in a timely manner in case of the unlikely technical accident;
- We provide our customers with several options for safe and legitimate personal data transfer;
- We are implementing additional technical and administrative measures which will secure personal data in accordance with the GDPR.

How our application helps you to comply?

Preservation of Clients' data is one of WorldAPP's most important objectives. We monitor the data protection legislation regularly to guarantee data safety and compliance with the data security standards.

Using our application, you can provide individuals with specific information about intended processing activities upon collection of personal data. For instance, you can insert links to your Privacy Policy into the surveys and forms you create via the Platform to comply with the requirement on the data subject consent to the processing of personal data.

Right to rectification, restriction and "right to be forgotten" which is insured to the individuals by the GDPR can be fulfilled by the deletion of the data subject's personal information from the Platform's production database.

The data you collect via forms and surveys belongs to you. You may access and download it at any time. The elaborated features within the Platform allow the data subjects to receive their data in a readable and structured format of data. Thus, you can easily assure the data subject's right to data portability required under the GDPR.

We also offer encryption in transit which helps you to comply with the most important GDPR principle – protection of personal data.

To reduce risks and achieve control of the data processing required under the GDPR, you can manage and control user access via the three types of administrative accounts offered within the application:

- Enterprise Administrator account - can create and administer rights of all users and accounts in the application;
- Multi-user account - has a set of rights to control the work of sub-accounts;
- Multi-access account - is an account accessed by a group of people, each of which has different rights.

You can also restrict staff access to personal data via the application or limit the scope of their capabilities guaranteeing the protection the data from the unauthorized access.

WorldAPP's team will diligently work on the advancement of the platform features and improvement of the services we are providing to help you protect the data subject's personal data at the highest level and conform to the data protection legislation.