**Personal Data Form**

Please complete / amend this form, to advise NCC Group as to the nature of any Personal Data[[1]](#footnote-1), and / or Personally Identifiable Information[[2]](#footnote-2) (hereafter referred to as Personal Data) Processed in the course of providing the services. This in a requirement of European data protection laws but is good practice throughout the world.

If the form is not returned, we will assume the data is Personal Data (i.e. identifiable) but not particularly sensitive; however, if this is incorrect, please make sure you update the form accordingly. We have provided a box at the end of the form for you to confirm any amendments.

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| **Company name:**  Legal name of the company that is entering into the relevant contract with NCC Group |
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| **Name of authorised person submitting the form:**  Name of the person submitting the form on behalf of the client |
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| **Service(s)**  Service(s) this form covers |
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| **Categories of Personal Data involved with the services:**  What categories of Personal Data will NCC Group be required to process as part of performing the services? This might include, for example, Personal Data that is:  stored on your servers;  contained within your applications;  in transit on your network; and/or  provided by you to NCC Group. |

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| Information observed when providing the services specified above. This includes:  ☐ Personal (Name, DOB, Address)  ☐ Online/device identifiers (IP addresses, MAC address, host name/string number, cookies)  ☐ User / customer IDs  ☐ Purchase / transaction information  ☐ Location and data (e.g. address, GPS)  ☐ Communication data (e.g. email, What’s App, Twitter, Facebook, LinkedIn)  ☐ Photos / imaging, videos / film  ☐ HR (employee/internship, trainee, hires, board member) data  ☐ Applicant / recruitment data  ☐ Endpoint and Network Activity / Metadata; (e.g. file name, file path, time & date, network connections (source and destination IP, URL, ports), log files, Network Metadata; e.g. DNS suffix, IPV4/6 addresses)  ☐ Published information (e.g. articles, publications, blogs)  High Risk Data:  ☐ Health data  ☐ Sex life /sexual orientation  ☐ Genetic data  ☐ Biometric data for the purpose of uniquely identifying a natural person  ☐ Data revealing racial or ethnic origin  ☐ Political opinions  ☐ Religious or philosophical beliefs  ☐ Trade union membership  ☐ Criminal convictions and offences  ☐ Children’s (under 16)  ☐ Government-issued (e.g. passport / ID Card / drivers licence copies or numbers)  ☐ Financial information (e.g. bank account / credit card numbers)  ☐ Any other relevant category of information (please complete below or within the Client Amendments box below):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Categories of Data Subject / Individuals:**  The types of individuals / Data Subjects whose Personal Data may be processed by NCC Group in the course of providing services. |
| End users of the Company’s relevant technology (as being monitored/assessed as part of the Services). Please check the relevant boxes below:  ☐ Employees and similar individuals working on behalf of the company  ☐ Customers  ☐ Suppliers  ☐ Members of the public, such as those visiting the Company’s website or premises, employees’ beneficiaries/next of kin  ☐ Adversaries, such as those conducting reconnaissance of the Company’s assets, those who have breached the Company’s security controls/accessed the network without authorisation  ☐ Any other relevant category of Data Subject (please complete below, or within the following Client Changes box):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Client Changes:**  Please specify any further amendments/additions to the Categories of Personal Data or Categories of Data Subject. |
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1. If you are within the European Economic Area, this relates to Personal Data as defined within the GDPR and other local laws. [↑](#footnote-ref-1)
2. If you are based in countries other than the EU, this refers to Personally Identifiable Information (or Personal Information / Personal Data) as per any legislation or practice your country(ies). [↑](#footnote-ref-2)