

Jordans (Scotland) Limited

General Data Protection Regulation (GDPR) Credentials Statement



1. Who we are and what services we are providing

- Jordans (Scotland) Limited (“Jordans”)
- Registered office: 4th Floor, 115 George Street, Edinburgh, EH2 4JN
- Designated contact: Philip Jacques - Associate Director, In-house Counsel (philip_jacques@jordans.co.uk)
- Services provided: the company secretarial and registered office services set out in our services agreement (the “Services Agreement”), and/or other services Jordans has undertaken to provide to you.

2. Personal data being processed and processing activities

The personal data being processed by Jordans as Processor is that which the Controller has supplied to Jordans or which Jordans has obtained or created in order to provide the services in accordance with, and as notified in, the Services Agreement. The processing activities undertaken by Jordans are as set out in that Services Agreement.

As further detailed in our standard terms, there are circumstances in which Jordans will be acting as Controller in relation to the personal data.

3. Quality management and data security

Jordans holds the quality management certification: ISO 9001:2015. This certification demonstrates that we have established and will maintain and continually improve our quality management system.

Jordans are part of Vistra whose published information relating to its data security measures may be viewed at <https://www.vistra.com/security>.

4. Confidentiality

Our employees are bound by contractual confidentiality provisions in their contracts of employment. In addition, employees are required to complete an annual declaration confirming their awareness of Jordans’ confidentiality and security procedures. Compliance with any group policies relating to data protection and confidentiality of information is mandatory.

5. Use of Sub-Processors

Jordans is in the process of seeking and obtaining similar Credentials Statements or equivalent from Sub-Processors who process the personal data which is the subject of our contract.