

Quantemol Ltd: Record of Lawful Basis for Data Processing

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Quantemol Ltd processes personal and commercial data to support its business operations. The following outlines the types of data we hold, our lawful basis for processing that data under the General Data Protection Regulation (GDPR), and where it is stored.

1. Employee Data

- **Data Processed:** Personal details and sensitive personal documents of employees.
- **Purpose:** To register employees on the payroll and to verify their eligibility to work in the United Kingdom.
- **Lawful Basis:** Legal Obligation.
- **Storage Location:** The company's Google Workspace Drive cloud storage.

2. Commercial Customer Data

- **Data Processed:** Contact information and commercial data from entities and commercial customers.
- **Purpose:** To generate quotes, maintain contact with customers, provide support, and deliver contracted software and consultancy services.
- **Lawful Basis:** Contract.
- **Storage Location:** Local servers at the company's data centre.

3. Prospective Customer Data

- **Data Processed:** Publicly available contact details, including email addresses, telephone numbers, and postal addresses.
- **Purpose:** To contact potential customers who have been identified through internet-based research as likely users of Quantemol's software (Q-EC, Q-N, Q-VT, QDB) and consulting services. These are individuals working in fields related to electron scattering or plasma physics.
- **Lawful Basis:** Legitimate Interests.
- **Storage Location:** A cloud-based customer management system (Pipedrive CRM), which provides GDPR-compliant features for access control, data audits, encryption, and deletion.

4. Newsletter Subscriber Data

- **Data Processed:** Contact details such as email addresses, telephone numbers, and postal addresses.
- **Purpose:** To distribute Quantemol's monthly newsletter, providing information about the company's activities.
- **Lawful Basis:** Consent. Consent is obtained via email confirmation or recorded verbally during sales calls.
- **Storage Location:** The company's marketing email account and Pipedrive CRM system for recording consent.