

Records of Processing Activities

acc. to Art. 30 GDPR

Report created on 2018-6-11

Details of Controller

Name	Partnering Resources
Contact Person	Maya Townsend
Role	President
Street	PO Box 382495
Post code	02238-2495
City	Cambridge
Country	US
Telephone	+01 617 395 8396
Email address	maya@partneringresources.com
URL	http://partneringresources.com

Details of Data Protection Officer

Name	Maya Townsend
Street	PO Box 382495
Post code	02238-2495
City	Cambridge
Country	United States
Telephone	617-395-8396
Email address	maya@partneringresources.com

Processing Activity: Exchange of Business Cards

Last Changed On	2018-6-4
Description of the Processing Activity	We exchange business cards with vendors, clients, and potential clients in order to maintain contact. We only exchange business cards with those who consent to share their cards with us.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Data process for the purpose of connecting with contacts after initial meetings
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Suppliers Interested Parties Contractual Partner Customers Other
Data Categories of the Processing Activity	Name Phone Number Shipping address IP address Email address Fax number City

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DPO Maya Townsend

Location

Processing Activity: Social Media Marketing & Advertising

Last Changed On	2018-6-4
Description of the Processing Activity	Social Media Marketing & Advertising: We collect name, email, company, and location information in order to share news about articles, downloads, events, and methods via Twitter, LinkedIn, and our email newsletter.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of transmitting information about new articles, downloads, events, and methods.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Service Provider Suppliers Interested Parties Contractual Partner Customers
Data Categories of the Processing Activity	Name Email address City Preference
Internal Processors	Administration Maya Townsend,

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DPO Maya Townsend

maya@partneringresources.com

External Processors

MailChimp

675 Ponce de Leon Ave NE Suite 5000, Atlanta
GA 30308, USA

privacy@mailchimp.com

Processing Activity: Event Marketing

Last Changed On	2018-6-4
Description of the Processing Activity	Event Marketing: We use MailChimp to send information related to upcoming events of interest to our mailing list and social media to share information to those who have followed us on Twitter and LinkedIn.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Event Marketing: Data processing for the purpose of transmitting information related to upcoming events of interest to our mailing list and those who have followed us on Twitter and LinkedIn.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Employees Interested Parties
Data Categories of the Processing Activity	Name Email address Preference
External Processors	MailChimp 675 Ponce de Leon Ave NE Suite 5000, Atlanta GA 30308, USA privacy@mailchimp.com

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Processing Activity: Email Marketing

Last Changed On	2018-6-4
Description of the Processing Activity	Email Marketing: We use MailChimp to send information about new tools, articles, methods, case studies, and downloads to our consent-based mailing list.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Email Marketing: Data processing for the purpose of transmission of information about new tools, articles, methods, case studies, and downloads.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Interested Parties
Data Categories of the Processing Activity	Name Email address
Internal Processors	Administration Maya Townsend, maya@partneringresources.com
External Processors	MailChimp 675 Ponce de Leon Ave NE Suite 5000, Atlanta GA 30308, USA

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privacy@mailchimp.com

Processing Activity: Contact Form on the Website

Last Changed On	2018-6-4
Description of the Processing Activity	Contact Form on Website: We collect information entered into the contact form at partneringresources.com and thenewnetworking.com in order to respond to questions submitted by the participant.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of responding to requests and questions submitted via our website.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Interested Parties
Data Categories of the Processing Activity	Name Email address Location Preference
Internal Processors	Administration Maya Townsend, maya@partneringresources.com
External Processors	Google LLC

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Gordon House Barrow St , Dublin 4 , Ireland
privacyshield@google.com

Processing Activity: Newsletter Acceptance Analysis

Last Changed On	2018-6-4
Description of the Processing Activity	Newsletter Acceptance Analysis: We use MailChimp to track whether email newsletters have been received and opened. We do this in order to help ensure that people who have signed up for our email newsletters receive the information and to help gauge which topics are of most interest to our subscribers.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Newsletter Acceptance Analysis: Data processing for the purpose of transmitting information about whether email newsletters have been received and opened and information about subscriber newsletter preferences. We do this in order to help ensure that people who have signed up for our email newsletters receive the information and to help gauge which topics are of most interest to our subscribers.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Interested Parties
Data Categories of the Processing	Name

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Activity

Email address

Preferencel

Internal Processors

Administration

Maya Townsend,

maya@partneringresources.com

External Processors

MailChimp

675 Ponce de Leon Ave NE Suite 5000, Atlanta

GA 30308, USA

privacy@mailchimp.com

Processing Activity: Newsletter Distribution

Last Changed On	2018-6-4
Description of the Processing Activity	Newsletter Distribution: We use MailChimp to send email newsletters to members of our consent-only mailing list.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Newsletter Distribution: We use MailChimp to send email newsletters to members of our consent-only mailing list.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Interested Parties
Data Categories of the Processing Activity	Name Email address Preference
Internal Processors	Administration Maya Townsend, maya@partneringresources.com
External Processors	MailChimp 675 Ponce de Leon Ave NE Suite 5000, Atlanta GA 30308, USA privacy@mailchimp.com

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Processing Activity: Employee Data on Website

Last Changed On	2018-6-4
Description of the Processing Activity	Employee Data on Website: We list employee data on our website so interested parties, such as clients, potential clients, and partners, can contact them.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Employee Data on Website: Data processing for the purpose of transmission of associate contact information so interested parties, such as clients, potential clients, and partners, can contact them.
Legal Basis of the Processing Activity	Consent Public interest
Data Subject Categories in the Processing Activity	Employees
Data Categories of the Processing Activity	Name Email address
Internal Processors	Administration Maya Townsend, maya@partneringresources.com
External Processors	Google LLC Gordon House Barrow St , Dublin 4 , Ireland

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Processing Activity: Debtor (Customer) / Creditor (Vendor)

Last Changed On	2018-6-4
Description of the Processing Activity	Debtor / Creditor: We collect information about our debtors and creditors so we can appropriately invoice customers and pay vendors.
Responsible Department	Administration Maya Townsend, maya@partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of fulfilling contractual financial obligations.
Legal Basis of the Processing Activity	Contractual Necessity
Data Subject Categories in the Processing Activity	Suppliers Customers
Data Categories of the Processing Activity	Name Phone Number Shipping address Email address
External Processors	Harvest HQ 16 W 22nd St, 8th Floor, New York NY 10010, United States support@harvestapp.com

Processing Activity: Finance Accounting

Last Changed On	2018-6-4
Description of the Processing Activity	Finance Accounting: We track company accounts receivable and accounts payable in order to maintain the financial health of the company and honor our contractual agreements.
Responsible Department	Administration Maya Townsend, maya@partneringresources.com
Purpose of the Processing Activity	Finance Accounting: Data processing for the purpose of maintaining the financial health of the company and honoring our contractual agreements.
Legal Basis of the Processing Activity	Contractual Necessity
Data Subject Categories in the Processing Activity	Employees Suppliers Contractual Partner Customers
Data Categories of the Processing Activity	Name Phone Number Shipping address Email address Social security details

Processing Activity: Travel Expense Accounting (as data processing on behalf - for example Concur)

Last Changed On	2018-6-4
Description of the Processing Activity	Travel Expense Accounting: We use Harvest as our expense accounting platform.
Responsible Department	Administration Maya Townsend, maya@partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of working law requirements and contractual obligations.
Legal Basis of the Processing Activity	Contractual Necessity
Data Subject Categories in the Processing Activity	Employees
Data Categories of the Processing Activity	Name Phone Number Shipping address Email address Social security details
External Processors	Harvest HQ 16 W 22nd St, 8th Floor, New York NY 10010, United States support@harvestapp.com

Processing Activity: Email Administration

Last Changed On	2018-6-4
Description of the Processing Activity	Email Administration: Our email system is hosted by A2 Hosting, which monitors bandwidth and establishes new email addresses.
Responsible Department	Administration Maya Townsend, maya@partneringresources.com
Purpose of the Processing Activity	Email Administration: Our email system is hosted by A2 Hosting, which monitors bandwidth and establishes new email addresses.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Employees
Data Categories of the Processing Activity	Name Email address
External Processors	A2 Hosting P.O. Box 2998 Ann Arbor, Ann Arbor 48106, USA support@a2hosting.com

Processing Activity: Email Hosting (Server)

Last Changed On	2018-6-4
Description of the Processing Activity	Email Hosting: Our email system is hosted by A2 Hosting, which monitors bandwidth and establishes new email addresses.
Responsible Department	Administration Maya Townsend, maya@partneringresources.com
Purpose of the Processing Activity	Email Hosting: Our email system is hosted by A2 Hosting, which monitors bandwidth and establishes new email addresses.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Employees
Data Categories of the Processing Activity	Name
Internal Processors	Administration Maya Townsend, maya@partneringresources.com
External Processors	A2 Hosting P.O. Box 2998 Ann Arbor, Ann Arbor 48106, USA support@a2hosting.com

Processing Activity: Home Office

Last Changed On	2018-6-4
Description of the Processing Activity	Home Office: We maintain information about our contractors' home offices in order to communicate with contractors and send information to the right location.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of communicating with contractors and sending information to the right location.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Employees
Data Categories of the Processing Activity	Name Phone Number Shipping address Residence address Email address

Processing Activity: Internet Homepage (as data processing on behalf)

Last Changed On	2018-6-4
Description of the Processing Activity	Internet Homepage: We use Google Analytics to track traffic on our website in order to understand visitor interests and website effectiveness.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of educating customers, potential customers, and interested parties.
Legal Basis of the Processing Activity	Consent Public interest
Data Subject Categories in the Processing Activity	Interested Parties
Data Categories of the Processing Activity	IP address Location
External Processors	Google LLC Gordon House Barrow St , Dublin 4 , Ireland privacyshield@google.com

Processing Activity: Internet Homepage (management, logfiles, internal)

Last Changed On	2018-6-4
Description of the Processing Activity	Internet Homepage: We use Google Analytics to track traffic on our website in order to understand visitor interests and website effectiveness.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of educating customers, potential customers, and interested parties.
Legal Basis of the Processing Activity	Consent Public interest
Data Subject Categories in the Processing Activity	Interested Parties
Data Categories of the Processing Activity	IP address Location
External Processors	Google LLC Gordon House Barrow St , Dublin 4 , Ireland privacyshield@google.com

Processing Activity: Internal communication platform

Last Changed On	2018-6-4
Description of the Processing Activity	Internal Communication Platform: We use Slack and Trello for internal communications.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of improving the product.
Legal Basis of the Processing Activity	Consent
Data Subject Categories in the Processing Activity	Employees
Data Categories of the Processing Activity	Name
Internal Processors	Administration Maya Townsend, maya@partneringresources.com
External Processors	Slack Technologies 4th Floor, One Park Place, Dublin 2 , Ireland feedback@slack.com Trello, Inc. One Exchange Plaza, 25th Floor, New York NY 10006, USA

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privacy@trello.com

Processing Activity: Office Applications (in general)

Last Changed On	2018-6-4
Description of the Processing Activity	Office Applications: We use software such as Word, Excel, and PowerPoint to share information, produce work products for our clients, analyze data, and develop ideas.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of improving the product.
Legal Basis of the Processing Activity	Contractual Necessity Legitimate interest
Data Subject Categories in the Processing Activity	Employees Suppliers Contractual Partner Customers
Data Categories of the Processing Activity	Name Email address
Internal Processors	Administration Maya Townsend, maya@partneringresources.com
External Processors	Google LLC Gordon House Barrow St , Dublin 4 , Ireland

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Microsoft Corporation
One Microsoft Way, Redmond WA
98052-6399, USA
privacy@microsoft.com

Dropbox, Inc.
185 Berry St. Ste. 400, San Francisco CA
94107, USA
privacyshield@dropbox.com

Processing Activity: Phone System in Cloud - (VOIP)

Last Changed On	2018-6-4
Description of the Processing Activity	Phone System in the Cloud: We use Zoom, Skype, Uber Conference, Ooma, and other systems to communicate.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	Data processing for the purpose of educating and sharing information among project teams, with customers, and with interested parties.
Legal Basis of the Processing Activity	Contractual Necessity Legitimate interest
Data Subject Categories in the Processing Activity	Employees Suppliers Interested Parties Contractual Partner Customers
Data Categories of the Processing Activity	Name Phone Number Email address
External Processors	Skype (Microsoft) Microsoft Corporation, ATTN: CELA Arbitration, One Microsoft Way, Redmond, WA 98052-6399, U.S.A, Redmond, WA

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98052-6399,, U.S.A

info@skype.com

UberConference by Dialpad

100 California Street, San francisco 94111,
USA

support@uberconference.com

Zoom Video Communications, Inc.

55 Almaden Boulevard, San Jose CA 95113,
USA

info@zoom.us

Processing Activity: WebEx-Tool

Last Changed On	2018-6-4
Description of the Processing Activity	WebEx Tool: We use WebEx, Go To Meeting, Zoom, and Skype to conduct video meetings.
Responsible Department	Consulting Maya Townsend, maya@Partneringresources.com
Purpose of the Processing Activity	WebEx Tool: Data processing for the purpose of education customers and coordinating project teams.
Legal Basis of the Processing Activity	Legitimate interest
Data Subject Categories in the Processing Activity	Employees Service Provider Suppliers Interested Parties Customers
Data Categories of the Processing Activity	Name Phone Number Email address
Internal Processors	Administration Maya Townsend, maya@partneringresources.com
External Processors	Zoom Video Communications, Inc. 55 Almaden Boulevard, San Jose CA 95113,

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USA

info@zoom.us