METIC STATE DIGITAL

DATA PROCESSING SCHEDULE.

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This schedule forms part of the calendar widget terms of service and is the written contract required by Article 28 of the UK GDPR. **You are the controller. Metic State Digital is the processor.**

SUBJECT MATTER AND DURATION

Reading a calendar feed you nominate and publishing its contents through a widget on your website. It lasts for as long as your subscription does, and ends when the subscription ends.

NATURE AND PURPOSE

Automated retrieval on a schedule, parsing, caching, and publication of the calendar contents to visitors of your website. We do not analyse, profile, sell or advertise with it.

TYPES OF PERSONAL DATA

WHAT	WHERE IT COMES FROM
Whatever your calendar entries contain, which may include names of organisers, officials or participants, venues, and contact details written into event titles, locations or descriptions	The calendar feed you nominate
Your own name, organisation, email address and billing records	Signup and payment

You decide what is in your calendar, so you decide what personal data we process. We ask you to review it during setup and to use a calendar made for the organisation.

CATEGORIES OF DATA SUBJECT

Anyone named in your calendar entries, and your own contacts. Special category data and children's data should not be placed in a published calendar; if your entries would contain them, do not publish that calendar.

OUR OBLIGATIONS

- We process only on your documented instructions, which these terms constitute, unless the law requires otherwise, in which case we tell you first if we are allowed to.
- Everyone with access is bound by confidentiality. At present that is one person.
- We keep appropriate security measures, set out below.
- We engage the sub-processors listed below. We will tell you before adding another and you may object.
- We help you respond to requests from individuals, and with your obligations on security, breaches and assessments.
- We tell you without undue delay if we become aware of a breach affecting your data.
- On request, and at the end of the service, we delete your feed address and cached calendar data. Billing records are kept as tax law requires.
- We make available what you reasonably need to demonstrate compliance, and allow audits on reasonable notice.

SECURITY MEASURES

- Your calendar's sharing address is treated as a credential. It is never sent to a browser, never shown to a third party, and is stored separately from published data.
- Everything is served over TLS. Published data contains only what your calendar contains.
- Access is limited to the named individual above, protected by two factor authentication.
- Retrieval is restricted to public internet addresses over HTTPS, with size and time limits.
- Publication code is tested against injection, so calendar content cannot execute on your website.

SUB-PROCESSORS

WHO	WHAT FOR	WHERE
Netlify	Hosting, storage of feed addresses and cached calendar data	United States, under UK approved transfer terms
Stripe	Payment processing and billing records	United States and Ireland, under UK approved transfer terms
Resend	Sending you email about the service	United States, under UK approved transfer terms
Google	Our own correspondence and records	United States, under UK approved transfer terms

INTERNATIONAL TRANSFERS

Where a sub-processor processes outside the United Kingdom, transfers rely on the UK Extension to the EU-US Data Privacy Framework or on UK international data transfer agreements, as applicable to that supplier.

DELETION AND RETURN

Calendar data is a copy of yours, so there is nothing to return that you do not already hold. On cancellation the feed address and cached data are deleted within thirty days.