DATA MAP POLICY

1. Introduction

This Data Map Policy outlines the categories of personal data processed by **HEYDOCS LTD** ("CalmCompliance", "HeyDocs", "we", "our", or "us"), including data sources, storage locations, processing activities, and security measures. This document supports compliance with the **UK GDPR** and **Data Protection Act 2018**.

2. Categories of Personal Data

CalmCompliance processes the following types of personal data:

- **User Identifiers:** Name, email, role (e.g., teacher, administrator)
- **Authentication Data:** Login credentials (via Google, Microsoft, etc.)
- **Usage Data:** Logs of actions within CalmCompliance
- **Document Data:** Policies, compliance documents, and any personal information within them

3. Data Collection Sources

Personal data is collected from the following sources:

- **Directly from users:** When signing up, updating profiles, or using the service
- **Google Workspace sync:** Automated retrieval of school staff/user data
- **Wonde sync:** Staff management integrations
- **Manual uploads:** Documents containing personal data

4. Data Storage & Retention

CalmCompliance ensures secure data storage and defines retention periods as follows:

- **Storage Location:** MongoDB Atlas (Cloud-based, UK/EU region)
- **Backups:** Performed daily, retained for **30 days**
- **Retention Policy:** User accounts deleted after **X months** of inactivity

5. Data Processing & Sharing

CalmCompliance processes and shares personal data only as necessary for service delivery. The table below outlines key processing activities:

Processing Activity	Purpose	Data Recipients	Location
User authentication	Login & access control	CalmCompliance	UK/EU Cloud
Document storage	Managing compliance policies	CalmCompliance	UK/EU Cloud

6. Security & Compliance Measures

CalmCompliance implements the following security controls to protect personal data:

- **Encryption:** Data encrypted at rest and in transit (TLS 1.2+)
- **Access Controls:** Role-based permissions for data access
- **ISO Compliance:** Aligns with **ISO 27001** security requirements
- **Audit Logging:** Records access and data changes for security monitoring

7. Data Subject Rights

In accordance with **UK GDPR**, individuals have the right to:

- **Access** their personal data
- **Rectify** inaccurate or incomplete data
- **Request erasure** of personal data where applicable
- **Restrict processing** under certain conditions
- **Data portability** (where applicable)
- **Object to processing** for specific uses

8. Contact Information

For any data-related inquiries or requests, contact our **Data Protection Officer (DPO)** at:
Email: help@calmcompliance.com

This Data Map Policy is reviewed annually to ensure compliance with evolving regulations and business needs. Changes will be communicated accordingly