

Description	Details
Subject matter of the processing	General personal contact data required for the provision of telephony and data services by Cumulus Business Solutions Ltd to the end customer.
Duration of the processing	For the duration of the time telephony and data services are provided by Cumulus Business Solutions Ltd to the end customer.
Nature and purposes of the processing	The data will be used for the installation, configuration and maintenance of telephony and data services provided by Cumulus Business Solutions Ltd and their associated suppliers.
Type of Personal Data	General personal contact details including, but not limited to, name, telephone, DDI, extension, job title, work address.
Categories of Data Subject	Staff of customers, suppliers and Cumulus Business Solutions Ltd.
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Until the end of the provision of telephony and data services by Cumulus Business Solutions Ltd or until such time as required by law or as long as may be reasonably justified to historically document the contractual relationship between the two parties.