

# Charities & Not-for-Profit Organisation Guide

## Data Protection Foundation

Stannp operates as a Data Processor under UK GDPR and Data Protection Act 2018 with ICO registration ZA134992. All donor and supporter data is classified as confidential and protected with 256-bit AES encryption at rest and TLS 1.2/1.3 in transit, achieving an A+ SSL rating from Qualys. Data is hosted exclusively in Ireland (EEA) on Microsoft Azure infrastructure with no transfers outside the EEA.

## Security Architecture

Multi-factor authentication is mandatory for all internal systems with 2-hour session timeouts. Access follows least privilege and need-to-know principles with role-based access control. The platform operates 24/7 SIEM monitoring with 12-month audit log retention and 99%+ uptime SLA. Critical services maintain RTO 30 minutes and RPO 6 hours for databases.

## Compliance & Testing

Security measures include:

- ISO 27001, Cyber Essentials, PCI-DSS certifications
- Monthly vulnerability scans and annual penetration testing
- Critical vulnerability patching within 7 days, important within 14 days
- Application security testing against OWASP Top 10
- Automated GitHub vulnerability scanning for source code

## Backup & Recovery

Critical data backups occur every 15 minutes with daily full backups retained for 30 days. All backups are encrypted and geographically separated within the EEA. Standard data retention is 3 years (customisable), with 2-month processing retention, supporting GDPR erasure rights and secure disposal procedures.

## Incident Response

Data breaches are reported to the ICO within 72 hours as required by UK GDPR. The incident management framework includes three severity levels (Critical, Major, Minor) with structured response processes: detection, classification, containment, investigation, eradication, recovery, and post-incident review. Staff receive annual security awareness training covering phishing, social engineering, and incident reporting procedures.

Document Name:	TC01	Version No:	1	Date:	1 <sup>st</sup> October 2025	Review Date:	1 <sup>st</sup> October 2026
----------------	------	-------------	---	-------	------------------------------	--------------	------------------------------



# Stannp.com

The Direct Mail Platform

## Physical & Environmental Security

Facilities maintain 24/7 alarm monitoring and CCTV surveillance with controlled access and visitor registration. Clean desk policy and locked cabinets protect confidential documents. All IT equipment is tracked throughout its lifecycle with hard drives physically removed and destroyed before disposal, complying with WEEE legislation.

Document Name:	TC01	Version No:	1	Date:	1 <sup>st</sup> October 2025	Review Date:	1 <sup>st</sup> October 2026
----------------	------	-------------	---	-------	------------------------------	--------------	------------------------------

[www.stannp.com](http://www.stannp.com)



**Stannp**  
Unit 12, Taw Trade Park  
Braunton Road, Barnstaple, EX31 1JZ

01271 320 863

[www.stannp.com](http://www.stannp.com)

Stannp Ltd  
Company Reg: 09086822  
ICO Data Protection Reference: ZA134992