

## GDPR Statement

Since inception, People Force, has demonstrated its commitment to data privacy, which for a consultancy specializing in HRIS, HR, Payroll, Immigration & Recruitment, is vital for providing reliable and professional services to clients.

People Force understands the importance of ensuring compliance, with all regulations applicable to its business; and as such, is delighted to confirm that it is compliant with General Data Protection Regulation ("GDPR") and UK Data Protection laws, both in its capacity as Processor and Controller.

GDPR rules on data protection, further supports and strengthens our policy decisions, about how we; handle, process, store, access, secure and retain data. We have a dedicated Data Protection Officer ("DPO") who is responsible for ensuring that the organization is compliant at all times.

Prior to 25th May 2018, People Force undertook a thorough review of its internal and external procedures and policies.

People Force has a Data Protection Policy, that describes the privacy practices in detail: <http://www.people-force.co.uk/data-protection-policy/>. This policy has particular emphasis on the processing of personal data of all company stakeholders, to include clients. As a service provider, People Force acts as a Processor and the client acts as a Controller.

People Force has a Website and Cookies Policy, which can be found by accessing the following link: <http://www.people-force.co.uk/website-and-cookies-privacy-policy/>.

People Force subscribes to the following systems / tools to store data:

- Dropbox for Business (documentation storage server)
- ACT! CRM (customer and prospect contact details and notes)
- FreeAgent (accounting and finance system including customer, partner and supplier data)
- BreatheHR (staff information and records)
- Primo Payroll (staff and customer information and records)
- Teamwork (project collaboration tool)
- Teamtailor (applicant tracking system)
- Zoommail (email marketing tool)

The organisation maintains a Document Retention Schedule that clearly defines the type of data, source, purpose, description, where it is held, justification, whether it is a legal requirement or required for business reasons, retention period and retention reasons. This Document Retention Schedule is split into different internal disciplines and services.

All data subjects have the right to be forgotten and therefore can request the removal of personal data by emailing the DPO on [dpo@people-force.co.uk](mailto:dpo@people-force.co.uk). People Force will action this request and confirm in writing, within 56 hours after the complaint has been received.

Some personal data will be shared with third-party organisations, as part of the services we are providing (for example; visa applications are submitted to the Home Office, or, candidate CVs are sent to clients as part of the recruitment services we provide), however in all cases, we will obtain consent from the data subject, prior to third-party submission.

Should you have any questions, or require copies of our specific GDPR policies, you are requested to contact your main People Force representative or email [dpo@people-force.co.uk](mailto:dpo@people-force.co.uk)

Should you be in receipt of any email marketing correspondence and wish to opt out, please [unsubscribe here](#)