



Realise HR

**Realise HR Ltd**

## **GDPR Privacy Notice**

GDPR08 V2.0

Effective Date: 15/06/19

Author: Lake Mill Consulting Services

## **BACKGROUND:**

Realise HR understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all our customers, business contacts and third party suppliers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

### **1. Information About Us**

Realise HR.

Limited Company registered in Scotland.

Registered address: 82 Victory Avenue, Gretna, DG16 5DR.

Data Protection Contact: Claire McLean.

Email address: [Claire.mclean@realisehr.co.uk](mailto:Claire.mclean@realisehr.co.uk).

### **2. What Does This Notice Cover?**

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

### **3. What Is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

### **4. What Are My Rights?**

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.

- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- i) Rights relating to automated decision-making and profiling. we do not use your personal data in this way
- j) For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office. we would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in Part 11.

**5. What Personal Data Do You Collect and How?**

Depending upon your use of our Site, we may collect and hold some or all of the personal and non-personal data detailed below.

Data Collected	How we Collect the Data
Identity Information including Name, address, town, postcode,	Email, website, application form
Contact information including email and phone number	Email, website, application form
Business information including name, job title, profession	Email, website, application form, networking, business card
Customer Employee information including name, job title, profession,	Email, telephone or report

address, contact, disciplinary, job progression	
Job Applicant information including name, job title, profession, salary, address	Email, telephone, website, application form
Payment information including card details, bank details.	Email, website, application form
Data from third parties including information entered into Breathe HR during system implementation and support	Email, website, application form

## 6. How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we may use your personal data, and our lawful bases for doing so:

What we Do	What Data we Use	our Lawful Basis
Administering <b>our</b> business.	Name, address, contact, payment details	Contract - needed to provide services
Supplying <b>our</b> services to you.	Name, address, contact, payment details	Contract - needed to provide services
Managing payments for <b>our</b> services	Bank & card details.	Contract - needed to provide services
Personalising and tailoring <b>our</b> services for you.	Name, address, contact, payment.	Legitimate interest- to help with services we can provide.
Communicating with you.	Name, address, contact	Legitimate interest- to help with services we can provide.
Implementing Breathe HR third party system	Full employee data including personal details, documents, ID, pay details correspondence.	Contract – needed to carry out the implementation service.
Disciplinary/Job progression Service	Full employee data including personal details,	Contract – needed to carry out the HR service.

	documents, ID, pay details correspondence.	
Job Application Service	Full employee data including personal details, documents, ID, pay details correspondence.	Contract – needed to carry out the HR service.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes (only your business contact details, does not include customer employee information), which may include contacting you by email AND/OR telephone AND/OR post with information, news, and offers on our products AND/OR services. You will not be sent any unlawful marketing or spam. we will always work to fully protect your rights and comply with our obligations under the Data Protection Legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out. we will always obtain your express opt-in consent before sharing your personal data with third parties for marketing purposes and you will be able to opt-out at any time.

we will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 11.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

Any information given to us for the purpose of implementing Breathe HR will NEVER be used for marketing purposes.

For further information on the Breathe HR system Privacy Policy please go to

<https://www.breathehr.com/privacy-policy>

## 7. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

Type of Data	How Long we Keep It
Identity Information including name, title, date of birth, gender	7 years.

Contact information including address, email address, telephone number	7 years.
Business information including business name, job title, profession	For as long as is deemed necessary after completion of service
Payment information including card details(not full card numbers), bank account numbers.	7 years.
Customer Employee Disciplinary/Progression/One to One Information	Any information will be deleted as soon as the project/service is complete
Customer Job Application Information	Any information will be deleted as soon as the vacancy is filled
Breathe HR Customer Employee Information	Any information collected will be deleted as soon as the project is complete (at least within 2 weeks)

## 8. How and Where Do You Store or Transfer My Personal Data?

We may store or transfer some or all of your personal data in countries that are not part of the EEA. These are known as “third countries” and may not have data protection laws that are as strong as those in the UK and/or the EEA. This means that we will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation as follows:

Where we transfer your data to a third party based in the US, the data may be protected if they are part of the EU-US Privacy Shield. This requires that third party to provide data protection to standards similar levels of data protection to those in Europe. More information is available from the [European Commission](#).

Please contact us using the details below in Part 11 for further information about the particular data protection mechanism[s] used by us when transferring your personal data to a third country.]

The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner’s Office where we are legally required to do so;
- We will follow a designated Data Breach Incident Management Policy when any incident occurs and log any details of them.

## 9. **Do You Share My Personal Data?**

We will not share any of your personal data with any third parties for any purposes, subject to the following exception[s].

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 8.

If any personal data is transferred outside of the EEA, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation, as explained above in Part 8.

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

## 10. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. You do not have to use this form, but it is the easiest way to tell us everything we need to know to respond to your request as quickly as possible.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

we will respond to your subject access request within one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

## 11. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Audrey Hetherington)]:

Email address: [Claire.mclean@realisehr.co.uk](mailto:Claire.mclean@realisehr.co.uk)

Postal Address: 82 Victory Avenue, Gretna, DG16 5DR.

## 12. Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available on our website. [www.realisehr.co.uk](http://www.realisehr.co.uk)

### Version History

Version	Reason for change	Effective Date	Name	Signature
GDPR08 v1.0	New policy	09/06/18	Claire McLean	
GDPR08 v2.0	Added Breathe HR section	15/06/19	Claire McLean	