

RealWorldHR Limited Privacy Policy

Our contact details

Name: Gareth Hunt

Address: Bridge End House, Waterfoot, Rossendale, BB4 7AW

Phone Number: 0203 8580 114

E-mail: dataprotection@realworldhr.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Full Names
- Addresses
- Dates of Birth
- Email Addresses
- Telephone Numbers
- Employment History
- Bank Account Details
- Emergency Contact Details
- Next of Kin
- Equality information
- Job Roles
- Salaries
- Special Category Data as defined by GDPR

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Employee onboarding
- Payroll
- Completing client work

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting: dataprotection@realworldhr.co.uk**
- (b) We have a legitimate interest.**

How we store your personal information

Your information is securely stored by Password protected / Limited access rights cloud storage via Office 365.

We keep Employee Onboarding and Payroll information for six years. We will then dispose your information by digitally erasing all recorded data

We keep information for client work for a retention period agreed with by the client. We will then dispose your information by digitally erasing all recorded data

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at
dataprotection@realworldhr.co.uk,
0203 8580 114 and
RealWorldHR Limited,
Bridge End House,
Waterfoot,
Rossendale,
BB4 7AW
if you wish to make a request.



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at

dataprotection@realworldhr.co.uk

0203 8580 114 and
RealWorldHR Limited,
Bridge End House,
Waterfoot,
Rossendale,
BB4 7AW

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>



Stephen G Mason
Chief Executive
RealWorldHR Limited

Date policy last reviewed: October 2020
Date of next review: October 2021