

## Aspire People GDPR Statement

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Aspire People is ready for GDPR compliance. As an Employment Business, we have always put privacy and compliance above all else. We are already taking all necessary actions to ensure we handle customer data in line with the GDPR requirements (Please see Privacy Statement for further details).

- ★ Our clients will receive updated terms of business based on the changes we implement before 25<sup>th</sup> May 2018.
- ★ Our employees and contractors will receive updated contracts of employment or contract for services based on the GDPR requirements and restrictions before the 25<sup>th</sup> May 2018.
- ★ Aspire People Ltd (The Data Collector and Processor) is committed to compliance and to being transparent.
- ★ Aspire People collects data from employees for the right to work / compliance purposes, to process wages correctly, provide a payroll service and to ensure eligibility and suitability to work in regulated activity settings. If a prospective employees or work-seekers decided not to go ahead with our services, all personnel details can be removed from our systems upon request. However, once an employee has been registered and paid, critical data does need to remain on our records for a given period of time as a point of statute. Full details of how to request removal from our systems can be found in Aspire People's Privacy Statement and Privacy Policy.
- ★ Information held is strictly confidential and is only used for the purpose in which it was collected for. Personal data can only be shared where permission has been granted or upon a lawful request.
- ★ Aspire People can show upon request where and how personal information was obtained and the date it was obtained.
- ★ Our employee/work-seeker registration forms and contract of employment/contract for services outlines what the data will be used for and details of how an employee can request removal of all details in the event of non-activity (i.e. employment does not go ahead).
- ★ All clients, employees and work-seekers can request details on what information is being held on record or processed about themselves.
- ★ Aspire People staff are trained to understand the obligations of GDPR. Aspire People has appointed a Data Protection Officer. As an Employer, Payroll Provider and Employment Business it is critical that Aspire People staff are aware of how to process and identify personal information lawfully and in line with GDPR.
- ★ Aspire People does not provide or process any personal information outside of the UK and do not envisage doing so in the near future.

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### Keeping your information

- ★ Aspire People will only use and store our employees', work-seeker's and client's information for as long as it is required and for the purpose it was collected for. How long it is stored for depends on the information in question, what it is being used for and in some instances statutory legal requirements.

### How we keep the data secure

- ★ We have invested in updating our Information systems, email security systems and data security systems to fall in line with GDPR requirements. Aspire People feel it is imperative to ensure we keep our clients, employees and work-seeker personal information safe.
- ★ We operate a robust and thorough process for assessing and managing any data that has been collected from employees and clients alike. In addition to this we follow a strict security checking process when handling, storing or working with data. We ensure any data held is protected by multiple layers of security, in line with cyber security legislation.
- ★ Aspire People staff complete mandatory information security and data training on employment and annually thereafter to reinforce responsibilities and requirements set out in our information security policies, privacy policies, data protection policies and the now upcoming general data protection regulations.