

D Collis Consulting Ltd – Privacy Policy

Introduction

D Collis Consulting Ltd is a provider of HR Consultancy Services, including (but not limited to):

- Employee Relations
- Performance Management
- Strategic HR
- Policy Development
- HR Compliance
- Recruitment Support

D Collis Consulting Ltd will comply with the Data Protection Act (DPA) 2018 incorporating the General Data Protection Regulation (GDPR) from 25 May 2018. We believe that protecting our client's personal data is very important, so this statement outlines how we use and protect that information and your rights as our client (the data subject) under the GDPR regulations.

D Collis Consulting Ltd is the data controller of all personal data collected and processed by, or on, our client's behalf.

Personal Data & Legal Basis for processing

We need to collect and process personal data, so we can provide you with Human Resource services. Some of this data is routinely collected at the point of engagement begins and generally it will have been provided by yourselves, as the client. However, we will also collect personal data about your employees from third parties such as recruitment agencies and disclosure services.

Below is an example of the personal data held

- Full name
- Residential and business addresses
- Date of birth
- National Insurance number
- Email addresses
- Mobile and Landline numbers
- Bank account details
- Passport etc
- Employment Information
- HR Records
- DBS Records
- Right to Work information

It is necessary to process this data to fulfil the terms of our **contract** to provide HR or other services laid down in our letter of engagement. It may also sometimes be necessary to process such data to comply with **legal obligations** for example under the Right to Work.

We also rely on **legitimate interest** when processing data for invoicing, addressing fee disputes or investigation and defending any potential complaints or legal proceedings.

We also use the personal data to communicate with you about topics arising from our business relationship as laid down in our **contract** with you.

Data Storage

Personal data is stored in a range of different places, including in your client file held in a locked filing cabinet, on the company's IT systems (including the Company's email system).

Data is backed up to the 'cloud' held on servers under EU jurisdiction as required by GDPR.

Data Retention

D Collis Consulting Ltd will hold your personal data for the duration of your contract with us. Once the business relationship has ended we will hold all information that has been gathered for three years as detailed in your contract. After that time all data will be removed and destroyed securely from our records.

Data Security and Protection

D Collis Consulting Ltd takes the security of your personal data seriously and has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by directors and employees of D Collis Consulting Ltd to perform their duties.

Where we engage third parties to process personal data on our behalf or where IT support personnel may have access to personal data, they do so on written instruction and under a duty of confidentiality.

Data Subject Rights

You have the right to request a copy of the information that we hold about your employees. If you would like a copy of your personal information, please email dh@collisconsulting.com or write to D Collis Consulting Ltd, 7 Laureate Paddocks, Newmarket, Suffolk, England, CB8 0AP.

It is important that your personal data is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

If you believe that there is a problem with the way we handle your data please do contact us, you also have the right to complain to the Information Commissioner.

The Data Protect Privacy Notice updates the relevant clause in your letter of engagement. This policy was updated on 27 May 2025 and will be reviewed regularly and updated when necessary.