

GDPR - Privacy Statement – CC in HR

Overview

The privacy and data security of all clients is of utmost importance, this statement outlines how CC in HR use and store personal data.

All information shared between CC in HR and its clients remains between your dedicated consultant and the named client. There are no other employees or third parties currently associated with CC in HR. Your data is solely used to between agreed parties to all parties to work together.

Electronic files are secured and protected online via finger printed or password activated authentication. Any use of mobile devices such as USB will be encrypted and all paperwork is stored securely.

No financial data is held about individuals or business and payments are made via bank transfer.

What Information does CC in HR retain?

- name, address, contact details, role and organisation
- business documentation for the purpose of completing assignments
- training records and project summaries shared as agreed
- hand written notes taken during meetings or coaching sessions [where able till be scanned and original securely destroyed]
- Email written correspondence received and sent

Unless explicitly agreed in writing personal data is not shared with third parties or disclosed or sold for any commercial purposes.

Retention of personal information

Date will be retained for the duration of any contract for services and for a 12 months following the end date or service or payment [whichever come last]

How to find out more

If you have any questions about how personal data is stored or if you wish to have your details removed, please email claire@ccinhr.co.uk