

Green Light HR Solutions

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We're serious about GDPR

We're sure that you are aware of the General Data Protection Regulations (GDPR) which come into force on 25 May. As much of the work we do is concerned with processing data on behalf of our clients we have spent a lot of time over the last few months to ensure that our data processing systems are fully compliant.

In this email we provide details on how we have assessed how we deal with employee data on our clients behalf and how serious we are about GDPR.

We have assessed our compliance with GDPR in the following ways:

We have undertaken a full audit of the data we process on behalf of our clients to ensure that through performing our services we adhere to the 6 key principles that data is:

- Processed fairly, lawfully and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date where necessary
- Kept for no longer than is necessary where data subjects are identifiable
- Processed securely and protected against accidental loss, destruction or damage.

What we have done as a result of our audit

- This has provided a fantastic opportunity to data cleanse what we hold and as a result we have removed out of date data and information we no longer need to retain in order to



About Green Light HR Solutions

Green Light HR Solutions is a North Leeds based HR Consultancy run by Antonia Nicholls and Julie Shimmin. We have experience of working with small businesses and understand the people management challenges you face on a day-to-day basis.

Julie and Antonia are fully CIPD Qualified with, between us, over 30 years experience of working in HR and managing staff in both

carry out our services, such as old case work files

- We have verified to the best of our knowledge that the document storage systems we use with our clients, such as BreatheHR, Dropbox, Google Drive and our email systems are secure and compliant
- We have reviewed our security protocols to protect against data being lost, destroyed or damaged
- We have written a Privacy Policy, which you can [access here](#), and sets out how we process *your* data as our client (not the data we process on behalf of you)
- We have drafted a Processing Agreement which we will provide where relevant to our clients. The Processing Agreement sets out how and where we store data on behalf of our clients, as well as our liabilities and how clients can raise concerns and/or change the data we hold.

the public and private sector. All the work is performed by us. Our rates are competitive and we are keen to extend our client base. We are a small outfit who take pride in getting to know our clients and provide a high quality and bespoke service.

www.gl-hrsolutions.co.uk

Look out for our next update which will be a general guide on Employers obligations under GDPR

If you have any questions or concerns about how we process, store or retain our client data please speak to either Antonia or Julie, or [email us](#)

If you have any questions on any employment or staffing matter please get in touch;

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Antonia and Julie

**Your People,
Our Expertise,
Combined Solutions**

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