



## Privacy Policy

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, date of birth and contact details)
- Employment details (for example job titles, start date, contractual terms)
- Company data (including website user stats, financial details, employee data)

### **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, or by the employing organisation for one of the following reasons:

- For the purposes of facilitating employment and application of policies procedures and legislative purposes
- For the purposes of gathering data and producing reporting information on matters including, but not limited to, recruitment, pay and reward, employee monitoring and feedback

We also receive personal information indirectly, from the following sources in the following scenarios:

- From clients in order to enact the purpose for which Grow Hr has been engaged such as employee relations matters, contractual obligations and policy implementation

We may share this information with regulatory, and enforcement bodies if required to do so.

Under the UK General Data Protection Regulation (UK 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 [info@growhr.co.uk](mailto:info@growhr.co.uk)

(b) We have a contractual obligation.

- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

### **How we store your personal information**

Your information is securely stored. We keep your personal data for an appropriate period of time. The period of time for which the data is held is dependant on the purposes for which it is collected, processed and retained. Once this period has passed, we will then dispose your information by deleting it (electronic files) or destroying it (paper based files) from Company records.

### **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 [info@growhr.co.uk](mailto:info@growhr.co.uk) should 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 [info@growhr.co.uk](mailto:info@growhr.co.uk). 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>

<https://ico.org.uk/for-organisations/gdpr-resources/lawful-basis-interactive-guidance-tool/>