

General Data Protection Regulation

The General Data Protection Regulation came into force from 25th May 2018.

As an employment business, TradeForce Services holds personal data of our candidates. We need this data in order to find work opportunities for each individual and to find the right personnel for our clients. We also need this data in order for workers to be paid.

We have always taken data protection very seriously. Firstly our branches work a “paperless office system” – meaning that the vast majority of data is kept on our servers. When data is sent to us in paper-form, this is scanned and either destroyed or returned to the sender. Our servers are kept in a secure data centre and are maintained with the latest security patches and fixes.

All of our staff are aware of the new legislation and their responsibilities in regards to it. There shall also be random checks to ensure that our workers’ data is kept protected.

Sometimes we need to pass personal data onto third parties. Primarily this will be with prospective employers to increase your chance of securing the job you want. We may also share your information with service providers, such as payroll companies, in order that the payment process is as smooth as possible. Over the past few months we have been working with these service providers to ensure that they have sufficient security measures in place to be GDPR compliant.

We work hard to ensure that we follow the GDPR’s six main principles:

- ✓ Data is processed lawfully, fairly and in a transparent manner
- ✓ Data is collected for specific, explicit and legitimate purposes
- ✓ Data is adequate, relevant and limited to what is needed
- ✓ Data is accurate and where necessary kept up to date
- ✓ Data is retained only as long as necessary (subject to other legal requirements)
- ✓ Data is processed in an appropriate manner to maintain security

We can assure you that TradeForce Services is committed to keeping the personal data we hold safe and secure. However, should you wish for us to delete/destroy the data we have on you, we will. Please contact us if you have any queries regarding GDPR.