

Helix Hire GDPR Policy

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Introduction

This document serves as Helix Hire's General Data Protection Regulation (GDPR) Policy. It outlines our commitment to safeguarding the personal data of our clients, candidates, and any other data subjects we interact with. The GDPR is a regulation enacted by the European Union but applicable globally to any organisation that processes the data of EU citizens. As a UK-based company, Helix Hire is committed to full compliance with the GDPR.

Purpose

The purpose of this GDPR Policy is to provide a structured framework for ensuring the safe and compliant collection, processing, and storage of personal data. This policy aims to ensure that Helix Hire and all its employees and contractors understand the requirements of the GDPR and are equipped to comply with its provisions.

Scope

This policy applies to all personal data processed by Helix Hire, regardless of the location where that data is stored. It also applies to all employees, contractors, and third parties who have access to personal data collected by Helix Hire. This includes data passed on to suitable organisations as defined by Helix Hire for employment opportunities.

Data Collection and Consent

Helix Hire collects personal data for specific and legitimate purposes, primarily to facilitate employment opportunities. Data subjects provide explicit consent for the collection and processing of their personal data at the point of registration or data capture. This consent includes permission for Helix Hire to share this data with suitable organisations for employment opportunities. Data subjects have the right to withdraw consent at any time, and this process will be made as straightforward as possible.

Data Processing Principles

Helix Hire is committed to adhering to the core principles of data processing as outlined by the GDPR. These principles require that personal data shall be:

1. **Processed Lawfully, Fairly, and Transparently:** Data will be processed openly, with the data subject's consent, or as otherwise legally permitted.
2. **Collected for Specified, Explicit, and Legitimate Purposes:** Data will not be collected for reasons other than those articulated in this policy or otherwise communicated to the data subject.

3. **Adequate, Relevant, and Limited to What is Necessary:** Only the data needed for the specified purpose will be collected.
4. **Accurate and Up-to-date:** Every effort will be made to update personal data that is found to be inaccurate or out-of-date.
5. **Stored Only as Long as Necessary:** Data will be archived or deleted once it is no longer needed for its specified purpose.
6. **Processed Securely:** Appropriate technical and organisational measures will be in place to protect the data against unauthorised or unlawful processing, accidental loss, destruction, or damage.

Data Subject Rights

Helix Hire recognises and respects the rights of data subjects as outlined in the GDPR. These rights include:

1. **Right to Access:** Data subjects have the right to request access to their personal data stored by Helix Hire.
2. **Right to Rectification:** Data subjects can correct inaccurate or incomplete data about themselves.
3. **Right to Erasure:** Also known as the 'Right to be Forgotten,' data subjects can request the deletion of their data.
4. **Right to Restrict Processing:** Under certain conditions, data subjects can request that the processing of their data be restricted.
5. **Right to Data Portability:** Data subjects can request a copy of their data in a commonly used and machine-readable format.
6. **Right to Object:** Data subjects have the right to object to the processing of their data for specific purposes, such as direct marketing.
7. **Rights in Relation to Automated Decision Making and Profiling:** Data subjects have the right not to be subject to decisions based solely on automated processing.

Data Security

Helix Hire is committed to ensuring the security of personal data. We employ robust technical and organisational measures to protect personal data from unauthorised access, alteration, disclosure, or destruction. These measures are regularly reviewed and updated to meet or exceed legal requirements and industry standards.

Data Breaches

In the unfortunate event of a data breach, Helix Hire will take immediate steps to mitigate the impact and will notify affected data subjects and regulatory authorities as required by law. This notification will occur within 72 hours of becoming aware of the breach, in accordance with GDPR guidelines. A thorough investigation will be conducted to prevent future breaches, and findings will be documented and acted upon.

Third-Party Data Processors

Helix Hire may engage third-party data processors to perform certain business functions on our behalf. When doing so, we take all reasonable steps to ensure that these third-party processors are compliant with GDPR and other relevant data protection laws. Contracts with third-party processors will explicitly outline the responsibilities and expectations in regard to data protection, and regular audits will be conducted to ensure ongoing compliance.

Accountability and Governance

Helix Hire is committed to maintaining a culture of accountability and governance when it comes to data protection. We have appointed a Data Protection Officer (DPO) responsible for overseeing the implementation and maintenance of this policy. All employees and contractors are trained in GDPR compliance and are expected to adhere to this policy as part of their contractual obligations.

Regular internal audits will be conducted to assess compliance with GDPR and this policy. Any identified gaps or areas for improvement will be promptly addressed, and corrective actions will be taken as necessary.

Review and Updates

This GDPR Policy will be reviewed at least annually or more frequently as required by changes in regulations or the nature of the business. Updates will be communicated to all relevant parties, and the most current version of this policy will always be available on the Helix Hire website.

Acknowledgment and Consent

By engaging with Helix Hire's services, data subjects acknowledge that they have read, understood, and agreed to the terms outlined in this GDPR Policy. Explicit consent for data processing activities, including the sharing of personal data with suitable organisations for employment opportunities, will be obtained at the point of data collection. Data subjects have the right to withdraw this consent at any time, and procedures for doing so will be clearly communicated.