



INFORMATION SECURITY AND DATA PROTECTION

General Data Protection Regulation (GDPR)

We have been working to demonstrate our commitment to GDPR, which is demonstrated in the hardening of our IT Infrastructure and achieving Cyber Essentials certification in July 2017; further enhancement of our internal policies and procedures successfully culminated in our achievement of ISO 27001 certification in March 2018; enhanced staff awareness and training; and working with our clients to ensure that they know and understand their responsibilities.

Our privacy policy and cookie policy detail how we handle your information.

In our full terms of business, we also outline our approach in relation to Data Protection for our clients.

HR Solutions is committed to the aims of the GDPR, and we believe already complies with the Data Protection Act, and the principles of the GDPR.

Under the GDPR, the data protection principles set out the main responsibilities for organisations.

Article 5 of the GDPR requires that personal data shall be:

“a) processed lawfully, fairly and in a transparent manner in relation to individuals;

b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes

or statistical purposes shall not be considered to be incompatible with the initial purposes;

c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

Article 5(2) requires that:

“the controller shall be responsible for, and be able to demonstrate, compliance with the principles.”

At HR Solutions we take Information Security very seriously and have been working on a number of projects to enhance how we look after our client data.

It isn't simply a case of having policies and procedures in place to demonstrate our commitment to Information Security, we have actively enhanced our IT infrastructure, staff training, and also ensure that all of our suppliers take information security seriously.

On 3rd July 2017, HR Solutions achieved Cyber Essentials which recognised the steps we have taken in relation to our IT Security. On 29th March 2018, HR Solutions, at the first attempt, achieved ISO 27001 certification of approved information security management systems, for the administration of providing HR Solutions to our customers, including all functions based at and operating from our offices in Kettering, Birmingham, Milton Keynes and London.

We are also able to provide onsite training or workshops on HR, Data Protection and GDPR, for you and your team if you wish.

Data Security

As a business, HR Solutions takes data security very seriously, and we already have robust systems and procedures in place to protect client data. In 2017, we embarked on a detailed review of our overall security arrangements, both physically and digitally. This has resulted in a few enhancements to our operating procedures, and access to our offices. We shall ensure that our IT infrastructure continues to evolve as the cyber threat landscape changes.



Your Questions Answered

Data Storage Security and Location

All of the data that we hold and process on your behalf is held in the EU. This includes a mixture of electronic or physical storage, both of which have high levels of security measures in place to protect the data we hold.

Organisation and Access

We process a lot of data for a lot of different clients. All of this data is segmented by client, and security put in place in relation to access only being granted to those employees that need to access the client's information.

Retention and Destruction

There are lots of different retention periods in play that relate to Human Resources, due to the many different overarching legislations that dictate these retention periods. We review all of the data we hold regularly to ensure that we comply with the relevant retention period for the data we hold.

Data Security

The rest of the information sheet details the security measures that we have put in place to protect the data that we hold and process on your behalf.

Cyber Essentials

As part of the detailed review of our data security, we decided to go for Cyber Essentials to benchmark what we have been doing with a view that we would hopefully also become Cyber Essentials certified. We are pleased to be able to tell you, that HR Solutions successfully achieved Cyber Essentials certification on 3rd July 2017.



In addition to achieving Cyber Essentials, and partly due to the changing landscape in relation to Cyber Attacks, we have enhanced our staff training and awareness in relation to Phishing, Malware and Social Engineering. This is an ongoing programme that continually educates our staff, through a series of online training and workshop based events.

All of our staff are also regularly trained in relation to Information Security and Data Protection.

ISO 27001 Information Security

At HR Solutions we take the protection of client data very seriously and, as we believed we already had strong processes and procedures in place, in 2017 we started down a path to achieve ISO 27001 (Information Security). In part, this would be for us to be able to be recognised for the processes we already have in place, but also to be able to provide reassurance to our clients.

On 29th March 2018, HR Solutions achieved ISO 27001 certification. In addition, our CEO regularly attends cyber security briefings, as well as GDPR related events to ensure that as an organisation we are fully ahead of developments and shall continue to enhance how we operate as and when required to ensure that we continue to safeguard the information we hold, as well as improve processes.



Working in partnership with clients

As the employee data ultimately resides with you as the Data Controller, with HR Solutions being the Data Processor, you also have responsibilities in relation to the employee information you hold. We shall obviously be complying with the GDPR for the information we hold, but we ask that you also think about how you protect and manage the employee information you hold. This might be hard copy personnel files, HR Systems, e-mails, spreadsheets, payroll, etc.

At HR Solutions we see this as a journey that we will be sharing with our clients, and we will continue to provide you with the support and guidance you need to ensure that you meet the GDPR.



Risk Management

HR Solutions understands and recognises the need to identify and manage risks. Each business unit manager is responsible for identifying and managing risks in their own business unit.

These are all logged on our internal risk management tool, where we ensure that adequate controls are in place, as well as assurance that these controls are working.

A main component of this risk management relates to Information Security, as we have placed this at the heart of everything we do.

IT & Physical Security

To provide some confidence to our clients, you will find below some of the Security tools we have in place to help protect the data we process on behalf of our clients.

IT Security

- Anti Malware
- Anti Virus
- Hard Drive Encryption
- Privacy Screens
- Enhanced Firewall
- Data Backup
- Email Encryption
- DNS and IP Layer Enforcement

Physical Security

- Restricted Access Areas
- External Key Code Entrance
- Internal Key Code Entrance
- Alarm
- Visitor Log

Staff Training

- Cyber Awareness
- Physical Security
- Data Handling
- GDPR and Data Protection

Disaster Recovery

We have a robust disaster recovery plan in place to ensure that data is accessible in the event of a disaster at our main locations.

Staff Training and Awareness

In addition to achieving Cyber Essentials, and partly due to the changing landscape in relation to Cyber Attacks, we have enhanced our staff training and awareness in relation to Phishing, Malware and Social Engineering, as well as Physical Security and processing of personal data. This is an ongoing programme that continually educates our staff, through a series of online training and workshop based events.

Privacy Policy and Cookie Policy

HR Solutions' privacy and cookie policies set out how we use and protect information. HR Solutions is committed to ensuring that privacy is protected. To view our updated policies please visit our website.

Privacy Policy: www.hrsolutions-uk.com/privacy-policy

Cookie Policy: www.hrsolutions-uk.com/cookie-policy





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