

## **Statement – KMS (Victoria) Ltd GDPR (General Data Protection Regulations)**

To ensure compliance with the above regulations which came into force on 25/05/18, KMS advise all affected parties of the data we hold and how we process it. KMS is committed to best practises within the regulations.

**The data we need to process and the reasons** - the data we hold is the minimum necessary and relevant for us to perform our duties as an employer, such as payroll processing and to comply with our legal obligations under UK and EU law. Data is not stored on servers outside of the UK.

**How we process this data** – designated management team members have access to data in order to carry out their duties, including vetting potential applicants, checking on eligibility to work and to process wages . **Data is never shared with a third party** unless it is for the purposes of complying with a legal request from law enforcement agencies, when we obtain references or a reference is requested from a new employer

**Storage of data** - data is securely stored in encrypted form. Written records (hard copy) are stored securely

**Objections to procedures** - if an employee wishes to object to the procedures we have in place, then please email [security.protection@kmsvictoria.net](mailto:security.protection@kmsvictoria.net). All objections will be recorded and acted upon.

**Security risks** - all companies face potential security risks, and it is important to let us know if you ever become aware of anything that appears suspicious or unusual. A security breach could result in the sharing of your data unauthorised parties.

**Reporting a security breach** - in the event that you wish to report anything suspicious, you should either email [security.protection@kmsuk.net](mailto:security.protection@kmsuk.net) or contact your Area Manager, who will pass on this information

**Accessing or changing your data** - To ensure our records are accurate we do periodically ask all employees to check the information we hold below is correct and advise us of any amendments which are needed.