



Petula People Solutions LTD (PPS)

Privacy Policy





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Privacy Policy

Effective Date: 10th October 2025

Last Updated: 10th October 2025

1. Introduction

Petula People Solutions (“we,” “our,” or “us”) respects your privacy and is committed to protecting your personal data.

This Privacy Policy explains how we collect, use, disclose, and protect your information when you engage with our services or visit our website.

We process your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

By using our services, submitting your details, or communicating with us, you agree to this Privacy Policy.

2. Who We Are

Petula People Solutions is a people-focused consultancy providing HR, recruitment, coaching, and training services.

Contact details:

Petula People Solutions

Email: info@petulaps.com

Telephone: [07927 142 948](tel:07927142948)

Address: 67 Pembroke Road, Coxheath, Maidstone, Kent, ME17 4QL

We are the Data Controller for the personal information we collect and process.

3. The Information We Collect

We may collect and process the following categories of personal data:

- a. Information You Provide Directly
 - Name, address, phone number, and email address
 - CVs, cover letters, and employment history
 - Professional references and qualifications
 - Financial or invoicing details (if applicable)
 - Communications, feedback, or enquiries

 - Medical information and health assessment records



b. Information Collected Automatically

- IP address, browser type, operating system
- Website usage data such as pages visited and time spent
- Cookies and analytics data (see Section 9)

c. Information from Third Parties

- References or background checks (with your consent)
- Publicly available professional information (e.g., LinkedIn)

4. How We Use Your Information

We use your personal data to:

- Provide and manage our services
- Match candidates with job opportunities
- Communicate with you about opportunities or services
- Comply with legal or regulatory obligations
- Improve our website, communications, and operations
- Send marketing communications where you have given consent

5. Lawful Bases for Processing

Under UK GDPR, we process your data under the following lawful bases:

- Consent – where you have agreed for us to use your data for a specific purpose
- Contract – where processing is necessary to fulfil an agreement with you
- Legal obligation – to comply with UK laws or regulations
- Legitimate interests – where processing is necessary for our business operations, provided your rights are not overridden

You can withdraw your consent at any time by contacting us at [Insert email address].

6. Data Storage and Third-Party Services

Your personal data is stored securely using Google services, including Google Workspace and Google Cloud.

These systems comply with UK GDPR and include strong data protection and encryption standards.

Google may store or process your data on servers located outside the UK or EEA. Where this occurs, Google ensures adequate safeguards under the UK International Data Transfer Agreement (IDTA) or equivalent mechanisms approved by the UK Information Commissioner's Office (ICO).



We may also use other trusted service providers (e.g., CRM, accounting, or IT support) who process data on our behalf under strict confidentiality and data protection agreements.

7. Sharing Your Data

We may share your personal data with:

- Clients or employers (with your consent)
- Professional advisors or service providers assisting our operations
- Legal or regulatory authorities where required by law

We do not sell, rent, or trade your personal data.

8. Data Retention

We keep personal data only as long as necessary for the purposes collected, or as required by law.

Typical retention periods:

- Candidate data: up to 2 years from last contact, unless consent is renewed
- Client and supplier data: up to 6 years (for business or tax purposes)

You may request deletion of your data at any time (see Section 11).

9. Cookies and Website Analytics

Our website may use cookies and analytics tools to improve functionality and user experience.

Cookies help us:

- Understand how our website is used
- Personalise your browsing experience

You can manage or delete cookies through your browser settings. For more information, see our Cookie Policy (if applicable).

10. Data Security

We take appropriate technical and organisational measures to protect your personal data against unauthorised access, alteration, disclosure, or loss.

This includes secure servers, encryption, access controls, and staff confidentiality agreements.

While we strive to protect your data, no method of electronic storage is completely secure,



and we cannot guarantee absolute security.

11. Your Data Protection Rights

Under the UK GDPR, you have the following rights:

- Right to access – request a copy of your personal data
- Right to rectification – correct inaccurate or incomplete data
- Right to erasure – request deletion of your data (“right to be forgotten”)
- Right to restrict processing – limit how we use your data
- Right to data portability – receive your data in a reusable format
- Right to object – to certain processing, including direct marketing
- Right to withdraw consent – at any time

To exercise your rights, please contact us at info@petulaps.com

We may need to verify your identity before fulfilling your request.

12. International Data Transfers

Where personal data is transferred outside the UK (e.g., via Google’s global infrastructure), we ensure appropriate safeguards are in place such as the UK IDTA, European Commission Standard Contractual Clauses, or equivalent legal protections.

13. Changes to This Policy

We may update this Privacy Policy from time to time. The latest version will always be posted on our website, with the updated “Last Updated” date shown above.

14. Contact and Complaints

If you have any questions or concerns about this Privacy Policy or how we handle your personal data, please contact:

Petula People Solutions

Email: info@petulaps.com

Telephone: [07927 142 948](tel:07927142948)

Address: 67 Pembroke Road, Coxheath, Maidstone, Kent, ME17 4QL

If you are not satisfied with our response, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

www.ico.org.uk

Telephone: 0303 123 1113

