

P3 HR Solutions Privacy Policy

1. Introduction We value your privacy and are committed to protecting your personal data. This privacy policy explains how we collect, use, and share your personal information in compliance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

2. Data Controller P3 HR Solutions is the data controller responsible for your personal and business data. We are the Data Controller of all Personal Data relating to our Company and Personal Data used in our business for our own commercial purposes. Our Privacy Policy applies to the Personal Data that P3 HR Solutions collects and uses. References in this Privacy Policy to “P3 HRS”, “we”, “us” “the Company” or “our” mean P3 HR Solutions, LLP. If you have any questions about this privacy policy or our data protection practices, please contact us at:

Janell Zeug, CEO
 P3 HR Solutions
 15900 Stuebner Airline Road
 Spring, TX 77379
 713.330.3147

3. Data We Collect We collect some Personal Data from you, for example when you use our services or simply contact us. We may also receive your Personal Data from our vendors who provide services to you on our behalf (for example when you provide feedback on our services). We may collect and process the following personal data:

Categories of Personal Data Processed	When do we Process your Personal Data?	What legal basis do we rely on for Processing your Personal Data?
Your name and surname and contact details (email address, job title, telephone number and postal address)	<ul style="list-style-type: none"> When you interact with one of our staff When you use our services 	<ul style="list-style-type: none"> We base the Processing on our legitimate interest in running our daily business and being able to provide you with our services. When you order our services, our Processing is based on us being able to fulfill the services agreement.
Your public C.V. profile.	<ul style="list-style-type: none"> When you apply for a position at P3 HRS When hired to perform a service for P3 HRS 	<ul style="list-style-type: none"> We based the Processing on our legitimate interest in running our daily business with qualified personnel. We base the Processing on our legitimate interest in being able to inform our customers/clients of your credential relevant to the services.
Information about your transactions, including your payment/bank account details.	When you provide services to P3 HRS	We based our Processing on us being able to fulfill the service agreement with you.

Your communications with us (for example, your emails, letters, telephone calls or messages).	When you contact P3 HRS or you are contacted by P3 HRS	We base the Processing on our legitimate interest in running our daily business and being able to provide you with our services.
Pictures or videos taken at P3 HRS events or other third-party events which may include you.	When you participate in a P3 HRS event or a third-party event of which P3 HRS is a part.	We base the Processing on consent, which we will ask you to provide, if relevant. In certain circumstances, we may base the Processing on our legitimate interest, if the pictures or videos are of a situational character and does not specifically depict you.
Marketing & Communications	Your preferences in receiving marketing and/or communications from P3 HRS	We base the Processing on consent, which we will ask you to provide, if relevant.
Your feedback	When you reply to our requests for feedback or participate in customer/client surveys	We base the Processing on our legitimate interest in running our daily business and being able to provide you with our services.

4. Sensitive Personal Data In the course of providing services to you we do not expect to collect Sensitive Personal Data, unless you have provided us with information on your need for special assistance and such information reveals health information about you. In such case, we will seek your consent before we process any such information electronically.

5. How and why we use your Personal Data We use your personal data for the following purposes:

- **To provide services to you** When you request our services or when we hire you to perform any services, we use your information to perform our services in relation to you or those products. For example, to answer an enquiry, to issue an invoice, or to determine whether a contract was executed.
- **To inform you about our news and offers that you may like** If you have given us your consent to receive marketing material, we may send you marketing communications, for example when you create an account on our website or show interest in a product or have been in dialogue with us. Please note that we do not share your contact details or other Personal Data with other companies.

You can also choose to opt out from receiving marketing communications at any time, by clicking on the relevant unsubscribe link at the bottom of any marketing related email you may receive from us.

- **To improve our services, fulfil our administrative purposes and protect our business interests** The business purposes for which we will use your information include, but are not limited to, accounting, billing and audit, credit or other payment card verification, fraud screening, safety, security and legal purposes, statistical and marketing analysis, systems testing, maintenance and development of our products and services.

6. Data Sharing We may share your personal data with:

- Service providers who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors, and insurers.
- Regulators and other authorities who require reporting of processing activities in certain circumstances.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes.

7. International Transfers Some of our external third parties may be based inside the European Economic Area (EEA), so their processing of your personal data will involve a transfer of data outside the EEA. Whenever we transfer your personal data in or out of the EEA, we ensure a similar degree of protection is afforded to it by implementing appropriate safeguards that comply with the General Data Protection Regulation (GDPR).

8. Data Security P3HRS safeguards data appropriate to our size, scope and business that comply in all material respects with applicable laws and industry standards. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors, and other third parties who have a business need to know.

9. Data Retention We will only retain your personal data for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

10. Your Legal Rights Under certain circumstances, you have rights under data protection laws in relation to your personal data, including the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request the transfer of your personal data.
- Withdraw consent at any time where we are relying on consent to process your personal data.

11. How to Exercise Your Rights If you wish to exercise any of the rights set out above, please contact us at jzeug@p3hrs.com. We try to respond to all legitimate requests within one month.

12. Changes to This Policy We may update this privacy policy from time to time. We will notify you of any changes by posting the new privacy policy on this page and, where appropriate, notifying you by email.

13. Contact Us If you have any questions or concerns about this privacy policy or our privacy practices, please contact us at:

Janell Zeug, CEO
P3 HR Solutions
713.330.3147
jzeug@p3hrs.com