



Privacy Statement

Effective Date: 08 September 2025

Company Name: Tricore Solutions LTD

Company Number: 16661928

Registered Address: 128 City Road, London, EC1V 2NX

Contact Email: info@tricoresolutionsltd.co.uk

VAT Number: GB499719903

ICO Reference Number: ZB995252.

Tricore Solutions LTD ("we", "us", "our") is committed to protecting the privacy and personal data of our clients, partners, and website visitors. This Privacy Statement outlines how we collect, use, store, and share personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and other applicable data protection laws.

1. Who We Are

Tricore Solutions LTD provides HR, IT, legal support, and employment services to individuals and SMEs. We are registered in the United Kingdom and operate in compliance with the Information Commissioner's Office (ICO) guidelines.

2. What Data We Collect

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

- **Identity Data:** Full name, date of birth, national insurance number, passport or visa details.
- **Contact Data:** Email address, phone number, postal address.
- **Employment Data:** Job title, employment history, salary details, disciplinary records.
- **Immigration Data:** Sponsorship status, visa type, right to work documentation.
- **Financial Data:** Payment details, invoices, bank information (for service billing).

- **Technical Data:** IP address, browser type, device information (via website analytics).
 - **Sensitive Data:** Health information, racial or ethnic origin, where necessary for legal or HR services.
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3. How We Collect Data

We collect data through:

- Online forms and website interactions
 - Email and telephone communications
 - In-person consultations
 - Third-party referrals
 - Government or regulatory bodies (e.g. HMRC, Home Office)
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4. Why We Collect Data

We use personal data for the following purposes:

- To provide HR, IT, and legal services
 - To manage client relationships and service delivery
 - To comply with legal and regulatory obligations
 - To process payments and invoices
 - To improve our website and services
 - To send service updates or marketing communications (with consent)
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5. Legal Basis for Processing

We process personal data under the following lawful bases:

- **Consent** (where required)
- **Contractual necessity**

- **Legal obligation**
 - **Legitimate interests** (e.g. improving services, preventing fraud)
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6. Data Sharing

We may share personal data with:

- Legal partners and advisors
- Government bodies (e.g. Home Office, HMRC)
- IT service providers and cloud platforms
- Payment processors
- Regulatory authorities

We ensure all third parties comply with data protection laws and have appropriate safeguards in place.

7. Data Retention

We retain personal data only as long as necessary for the purposes outlined above, or as required by law. Typically, data is retained for up to **6 years** for legal and financial records, unless otherwise agreed.

8. Your Rights

You have the right to:

- Access your personal data
- Request correction or deletion
- Object to processing
- Withdraw consent at any time
- Lodge a complaint with the ICO

To exercise your rights, contact our Data Protection Officer at:

 dpo@tricoresolutionsltd.co.uk

Tricore Solutions Ltd
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London, EC1V 2NX

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9. Data Security

We implement robust technical and organisational measures to protect personal data, including encryption, secure servers, and access controls.

10. International Transfers

Where data is transferred outside the UK, we ensure appropriate safeguards are in place, such as Standard Contractual Clauses or adequacy decisions.

11. Updates to This Statement

We may update this Privacy Statement from time to time. The latest version will always be available on our website.