

MATRIX

WORKFORCE SOLUTIONS LTD

Website Privacy Notice

Last updated 24th September 2026

This Privacy Notice explains how Matrix Workforce Solutions collects, uses, stores and/or shares the information you provide when visiting our website or complete our contact form(s), as required by the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

Reading this privacy notice will help you understand your privacy rights and choices. If you have any questions, please contact us at enquiries@matrixworkforcesolutions.co.uk

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What information we collect

Matrix Workforce Solutions Ltd collects the following information:

- **Personal identification information** (Name, email address, phone number, etc.) when you complete our contact form(s)

How we use this information

Matrix Workforce Solutions Ltd collects this information in the following ways:

- **Personal information** collected via our contact form(s) is used to:
 - Respond to your enquiry(s)
 - Schedule and provide an introductory call, if you request one
 - Respond to your request to join our mailing list

We will only use your information for this purpose, unless you consent to additional contact.

Who we share information with

We do not sell or share your personal information with anyone, except where necessary to provide our services or comply with the law.

We may need to share your information with trusted service providers to carry out the actions described above, e.g. email providers and data storage. These providers are subject to Data Processing Agreements and comply with UK GDPR, including where they transmit and/or store data abroad.

How long we keep your information

Unless otherwise agreed, we will keep your **personal information** for:

- As long as is reasonably necessary to fulfil the purposes for which we collected it, e.g. responding to your enquiry
- As long as consent remains valid for mailing list recipients

When your personal data is no longer required, or if you withdraw your consent or request your data is removed (see *Your Rights*, below), we will securely delete it.

Updating your information

If your information changes, you can contact us at any time to update it via email at enquiries@matrixworkforcesolutions.co.uk.

Your data protection rights

As a visitor to our website, you have the following rights under UK GDPR:

- **Your right of access:** the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access on the ICO website.](#)
- **Your right to rectification:** the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification on the ICO website.](#)
- **Your right to erasure:** the right to ask us to delete your personal information. [Read more about the right to erasure on the ICO website.](#)
- **Your right to restriction of processing:** the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing on the ICO website.](#)
- **Your right to object to processing:** the right to object to the processing of your personal data. [Read more about the right to object to processing on the ICO website.](#)
- **Your right to withdraw consent:** the right to withdraw your consent at any time. [Read more about the right to withdraw consent on the ICO website.](#)

If you make a request, we must respond to you without undue delay and in any event within one month. To make a data protection rights request, please contact us via email at enquiries@matrixworkforcesolutions.co.uk.

How to complain

If you have any concerns about our use of your personal information, you can make a data protection complaint to us via email at enquiries@matrixworkforcesolutions.co.uk.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO. Their address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ICO helpline number: 0303 123 1113

Website: www.ico.org.uk/make-a-complaint