People Group Services

UNION DATA SHARING AGREEMENT

For trade unions receiving worker requests from the PGS Union Awareness web service.

Reference PGS-DSA-TU-01 · Version 1.0 · 20 October 2026 · Issued under the PGS Trade Union Access, Awareness and Information Sharing Policy (PGS-POL-TU-01)

PGS	**People Group Services Limited** (company no. 11570329), Three Horseshoes Walk, Warminster, Wiltshire BA12 9BT, for itself and its group companies People PAYE Limited (11098037) and People Umbrella Limited (10831716)
The Union	Name: _____ Head office: _____ Certificate of independence reference: _____
Start date	____ / ____ / _____

1 **Purpose.** This agreement covers how PGS passes to the Union the contact details of workers who have personally asked PGS, through the PGS Union Awareness web service, to be contacted by the Union about membership and its services. It covers nothing else.

2 **Roles.** PGS and the Union are each independent controllers. PGS discloses the data on the worker's instruction and with their explicit consent (UK GDPR Articles 6(1)(a) and 9(2)(a)). The Union is responsible for its own lawful basis for any processing after receipt.

3 **Data shared.** Only: first name, surname, email address, the sector or sectors chosen, and the date, time and web address of the worker's request. PGS will not share any other personal data, any worker's IP address, or any information about any worker's union membership.

4 **How it is shared.**

- **Individual emails.** For each request, an email from PGS's Microsoft 365 account to the Union's nominated address below.
- **Monthly list.** By the 5th working day of each month, an encrypted file listing the previous calendar month's requests for the Union and any withdrawals. The password is sent separately.

5 **The Union will:**

- use the data only to contact the worker about membership of the Union and its services;
- not sell, share or disclose the data to anyone else, and not tell any agency, end client or other employer that the worker asked to be contacted;
- keep the data secure, with appropriate technical and organisational measures;
- delete a worker's data within 30 days of a withdrawal notice from PGS or the worker, unless the worker has by then become a member;
- delete the data of any worker who has not become a member within 12 months of their request, unless the worker agrees otherwise;

- handle data protection rights requests from workers directly, and tell PGS within 72 hours of becoming aware of any personal data breach affecting data received from PGS.

6 **PGS will:** share only data the worker has asked it to share; send withdrawal notices within 5 working days; keep a record of every request, email and monthly list; and keep its declaration, privacy notice and data protection impact assessment up to date.

7 **No recognition or access agreement.** This agreement does not create recognition of the Union by PGS or any group company. It is not an access agreement under Chapter 5ZA of the Trade Union and Labour Relations (Consolidation) Act 1992, and does not affect either party's rights under that Chapter. No payment is made by either party. PGS remains neutral on union membership.

8 **Term and ending.** The agreement runs for 12 months from the start date and renews automatically each year. Either party may end it on 30 days' written notice. When it ends, monthly lists stop, and clause 5 continues to apply to data already received.

9 **Law.** This agreement is governed by the law of England and Wales.

Union nominated email for requests	_____
Union data protection contact	_____
PGS contact	Terry Hillier, Director · hello@peoplegroupservices.com · 0345 034 1530

For People Group Services Limited
Signed



Name: Terry Hillier, Director
Date: 20 October 2026

For the Union

Signed _____
Name and role: _____
Date: ____ / ____ / _____