



Security & Data Governance Report

Sense Workplace Ltd

2025

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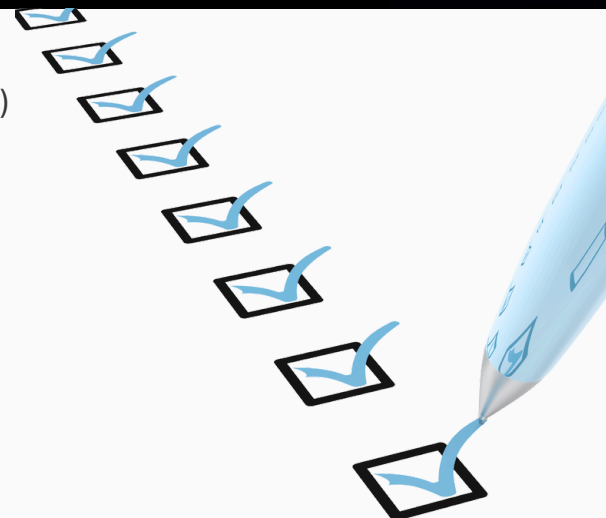
Our Ethos

We know that our customers are responsible for managing deeply personal information about the people who work for them. Protecting this data is paramount – and we take our commitment to security very seriously. This report outlines the measures we take to help keep your data secure.



Data Security Summary

- Fully hosted in Microsoft Azure UK South (UK-only hosting)
- Continuous geo-redundant backups across UK sites
- AES-256 encryption at rest; HTTPS/TLS in transit
- ISO27001:2022 certified, GDPR & DPA 2018 compliant
- Single-tenanted databases for isolation and performance
- Self-contained AI functionality which can be disabled
- Customers = data controllers; Sense = data processor
- 2FA supported and enforceable
- 30-day data export/deletion policy when leaving
- Customisable permissions for user access and visibility



Hosting & Infrastructure

Sense Workplace Security & Data Governance Report

All live customer data is securely hosted at Microsoft Azure's state-of-the-art UK South data centre, ensuring it always remains within the UK. Each individual customer's data is held within a single-tenant database, meaning you do not share space with other customers.



Backups & Disaster Recovery

1

Continuous geo-redundant backups are stored over 200km away.

2

In the event of a physical disaster, your important data stays safe.

3

Your system can be recovered and brought back online within seconds.

Encryption

All data is encrypted, both at rest and in transit:

- **At rest** using AES-256
- **In transit** using HTTPS and TLS



GDPR & Data Ownership

Our system is aligned with UK GDPR and DPA 2018. You (the customer) are the data controller. Sense Workplace is the data processor. Upon leaving Sense Workplace, your data will be securely exported or deleted within 30 days post-termination. If you wish to retain your data, you will be provided with secure export facilities to transfer your data out of our system.

Permissions & Visibility

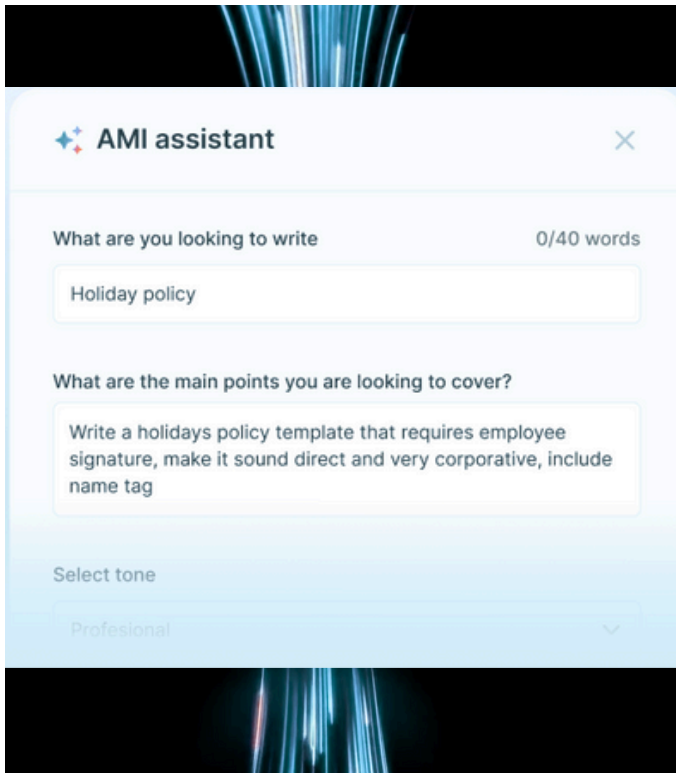
By default, access to all data is granted only to your system administrator. Individual users can only see their own personal information. Additional permissions may be configured and granted by the system administrator, allowing custom levels of system access and data visibility, based on the roles and responsibilities of people in your organisation.

ISO27001:2022

ISO27001 is the international standard for proving true commitment to strong information security management processes. We are proud to have been awarded with our ISO27001:2022 certification, which we maintain with annual audits.

This is the latest standard, which replaces the old 2013 standard, and demonstrates our desire to stay ahead of the game and lead the charge in a world of modern workplace management.





AI Usage & Security

Sense Workplace uses AI capabilities to help organisations run more efficiently — without compromising security. Our AI features operate within the same GDPR-compliant, ISO27001-certified environment as the rest of the platform. All data shared with Sense AI is retained within the customer's own system, and never shared with 3rd parties for data training purposes. AI features are optional, and may be disabled either in whole or in part.

2-Factor Authentication

Sense Workplace supports two-factor authentication (2FA), which can be switched on for all users to enforce an additional layer of security beyond simple usernames and passwords.

By making 2FA mandatory, organisations significantly reduce account takeover risks and strengthen protection of sensitive HR and other workforce data.



About Sense Workplace

Sense Workplace is the workforce management platform that helps busy, dispersed teams to manage their people and centralise their admin.

Built for the workers that other systems forgot – deskless, frontline, field-based, lone, seasonal and contract workers – Sense includes these groups by design, ensuring no one is overlooked when it comes to people management and compliance.

Sense Workplace includes products such as HR systems, real time location systems, applicant tracking systems, workflow automation systems, time and attendance systems, and more.

By bringing HR and operations together, we remove the silos that often cause miscommunication, and help your organisation perform better, with all departments working from a single shared source of truth for tighter compliance, improved output, safer shifts, and fewer errors.



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