



## Privacy Policy

This privacy policy sets out how, why HR-ER Tailored Consultancy collect, store and share your personal data, including your rights. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We may alter this policy from time to time by updating this page, in line with changes to legislation.

You should check this page from time to time to ensure that you are happy with any changes.

### What we collect

We may collect the following information:

- Your name, company name, address, email address and telephone number
- Information you provide on the enquiry form to seek my advice and guidance
- Your bank and/or building society details (for payment of our services only, in accordance with our agreement). In this respect we may also obtain information from a third party with your consent i.e. your bank or building society.

### What we do with the information we gather

We require this information to understand your needs and provide you with a better service, but under data protection law, we can only use your data if we have proper reason to do so, and in particular for the following reasons:

- Internal record keeping
- We may have to engage in relation to your query, with a professional body if required for further advice (this information will be anonymised and be bound by confidentiality obligations). To comply with legal and regulatory obligations, and to be efficient so that we can deliver the best service for you
- For statutory returns, to comply with legal and regulatory obligations
- We may use the information to improve our services
- We will only contact you using the details you provide for reasons directly relating to your purchase of services
- We will never use or share your information for market research purposes.

### With whom we share your personal data

- Our bank
- If our accounts are audited
- For tax purposes

### How long your personal data will be retained

- We will keep your personal data for some of all these reasons:

- To contact you in relation to your query and continue until such time you are no longer a client (specified by you). We will from thereon delete or anonymise your data as appropriate.
- To keep records as specified by law
- We will not retain your personal data for longer than necessary, please note that different retention periods apply for different types of data

## **Security**

We are committed to ensuring that your information is secure. We will implement appropriate technical and organisational measures to ensure a level of security of the personal data appropriate to the risks that are presented by the processing, in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed and shall take measures required in line with statutory guidelines and regulations.

## **Controlling your personal information**

You may request details of personal information which we hold about you under the current UKGDPR & Data Protection Act 2018 (or any other statutory changes within Data Protection, as applies). For further information on your rights, including the circumstances in which they apply, please refer to <https://www.gov.uk/data-protection> or the UK Information Commissioner's Office (ICO) website. If you would like a copy of the information held on you, please contact us via our contact form with your request.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.