



HR & HR Consulting Ltd Privacy Policy

Our contact details

Name: Heather Rutherford
Address: 14 Nowell Close, Glen Parva, Leicester LE2 9SZ
Telephone: 07982 529035
E-mail: heather.rutherford@hrandhr.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics such as your name and contact details. This information is used:
 - to provide you with the services which you request
 - to maintain our accounts
 - for billing
 - to enable us to answer your enquiries

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reason:

- a particular purpose in order to provide the support you have requested
- exclusively for the purpose for which you have provided it

We use the information that you have given us in order to provide the support or service you have requested. We do not share this information with any other organisation or individuals.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a. Your consent. You are able to remove your consent at any time. You can do this by contacting Heather Rutherford using the details above
- b. We have a contractual obligation
- c. We have a legal obligation
- d. We have a vital interest
- e. We have a legitimate interest

How we store your personal information

Your information is securely stored. We keep any details you have provided for the duration of the assignment. We will then dispose of your information by deleting all such records from our systems.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access:** You have the right to ask us for copies of your personal information
- **Your right to rectification:** You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- **Your right to erasure:** You have the right to ask us to erase your personal information in certain circumstances
- **Your right to restriction of processing:** You have the right to ask us to restrict the processing of your personal information in certain circumstances
- **Your right to object to processing:** You have the right to object to the processing of your personal information in certain circumstances
- **Your right to data portability:** You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at heather.rutherford@hrandhr.co.uk or 07982 529035 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at heather.rutherford@hrandhr.co.uk. You can also complain to the ICO if you are unhappy with how we have used your data, their address is:

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

Helpline number: 0303 123 1113

ICO website: www.ico.org.uk