

## Privacy Notice

Jo Heyworth HR Ltd takes your data seriously and this notice outlines how and why we collect, and use, personal data in the course of delivering its services. It covers personal data provided to us by the individuals concerned and the personal data provided to us by companies and other organisations in the delivery of services.

We are committed to the protection of personal data and to fair and transparent processing.

### How we get the information and why we have it

When you access or sign up to any services including newsletters, we may collect and process personal data such as your name, address, telephone number, email address and other information relating to you (“your information”).

We will store and use your information for purposes such as administering and maintaining our relationship with you; providing services or information requested by you; providing you with further information about our products and services; and for auditing engagement of our newsletters and website.

If you become a client of Jo Heyworth HR Ltd we may also need to collect personal data relating to your employees (“employee information”). We use this information for the purposes of providing HR and employment law advice relating to those employees.

We also collect data which allows us to recognise you, your preferences, and how you use this website. This data is collected by cookies from your navigation around the site. A cookie is a small amount of data which we send to your computer. The data is then stored on your browser or hard disk. Details about disabling these cookies can normally be found in the Help facility provided with your browser.

In the course of delivering the consultancy service, clients may provide personal data in order that the HR services can be delivered and will be covered by the client’s legal obligation or legitimate interest under the General Data Protection Regulation.

We may also process personal data provided directly by the individual if they are engaging Jo Heyworth HR Ltd on any assignment.

### How and why we share your information

We will not normally share your information with any third parties outside Jo Heyworth HR Ltd. In relation to any other third parties we will only disclose your information where you have given your consent or where we are required to do so by law, or where it is necessary for the purpose of, or in connection with legal proceedings or in order to exercise or defend legal rights. No data will be shared for marketing purposes. If there is a requirement to share data with third parties, we will endeavour to ensure that they are GDPR compliant and that your data will be protected.

We may provide personal data to:

- Third parties involved in the performance of services - we may also provide data to third party organisations who assist us in providing services to clients or are otherwise involved in these services.
- Third parties who provide Jo Heyworth HR Ltd with IT services, data processing or functionality - we use third party providers for e-mail, web presence and cloud storage.
- Auditors and advisers - we may transfer personal data as required by law or in the management of our business.

## How we store information

All our IT systems and external storage are secured with passwords and encryption. We use up-to-date data storage and security techniques to protect your personal information and your employee information from unauthorised access, improper use or disclosure, unauthorised modification or unlawful destruction or accidental loss.

Personal data will only be stored for the duration of the assignment and will be removed once it is no longer required. It will be removed by deleting any records (this includes any e-mail correspondence) and paper copies will be returned to the client at the end of the assignment.

Jo Heyworth HR Ltd is a legal entity and is a registered data controller with the Information Commissioner's Office.

## Data Protection Rights

Under data protection law, you have rights including:

- Access - you have the right to ask us for copies of your personal information
- Rectification - you have the right to ask us to rectify information you believe is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Erasure - in certain circumstances, you have the right to ask us to erase your personal information
- Restriction of processing - in certain circumstances, you have the right to ask us to restrict the processing of your data
- Object to processing - in certain circumstances, you can object to the processing of your personal data
- Data portability - in certain circumstances, you have the right to ask that we transfer your data to another organisation or to you.
- You are not required to pay any charge for exercising your rights and we have one month to respond to if you make any request to exercise your rights.

## Complaints

If you wish to make a complaint about how your personal data has been processed, please contact [info@joheyworthhr.com](mailto:info@joheyworthhr.com). We will investigate promptly and provide you with a detailed response.