

This **Privacy Statement** explains how information collected and processed by Atkinson HR Consulting Limited collects and processes your information.

How do we collect and process information about you and who is responsible for it?

Atkinson HR Consulting Ltd may collect and process information about you from several sources which include:

- When you enter your information on a contact form on our website. The data controller for this data is Atkinson HR Consulting Ltd.
- When you subscribe to our mailing list. The data controller for this data is Atkinson HR Consulting Ltd.
- When information about yourself or your organisation is received by an employee of Atkinson HR Consulting via networking activity, and where it is understood that you have a legitimate interest in doing business with us. The data controller for this data is Atkinson HR Consulting Ltd.
- When your organisation or employer enters into a client agreement with Atkinson HR Consulting and provides information about you to us for the purposes of receiving HR consulting services. Only information about you that is relevant to the delivery of these services should be shared by your employer with Atkinson HR Consulting. The data controller for this information is your organisation or employer. Atkinson HR Consulting Ltd. is the data processor.

What sort of information do we collect and process?

In line with the Data Protection Act (2018) and the General Data Protection Regulation (GDPR), we will only collect information that is necessary to enable us to deliver our services fairly and effectively.

How can you find out what information we hold about you?

Under the Data Protection Act (2018) and European GDPR regulations, any person about whom organisations hold data (a 'data subject') can request a copy of the information an organisation holds on them. This is called a Subject Access Request ('SAR').

If you wish to make a Subject Access Request, it is recommended that you review the guidance provided by the Information Commissioners Office ('ICO') (<https://ico.org.uk>) before submitting your request to avoid any delays. Their site includes information about both what to include in your request and what you should expect to receive in return.

If you wish to make a Subject Access Request to Atkinson HR Consulting, this should be submitted to the Director of Operations at laura@atkinsonhrconsulting.co.uk or by post to:

Atkinson HR Consulting Limited
Hockerley Hall
Hockerley Lane
Whaley Bridge
SK23 7AS

What do we use your information for?

We collect and process information about you for several purposes depending on the context of the information and how it was collected:

- If you subscribe to our newsletter, to occasionally email you about relevant products and services that we think may be of interest to you based on our understanding of your legitimate interest.
- If you submit your information on a contact form with interest in using our services, we will contact you to discuss your needs.
- To provide outsourced HR services to your organisation or employer, in line with a client agreement made with the organisation.

If you provide your information to us through our website, we consider this to mean you have a legitimate interest in hearing about or using our services, and that you are happy to be contacted in relation to those services. You will only be subscribed to our mailing list if you provide your consent.

How long is your information kept, and how do we make sure it is accurate?

Atkinson HR Consulting retains information in line with regulatory or legislative requirements. If there are no regulatory or legal requirements to retain your information, then it will be kept until one of the following is true:

- You request for your data to be erased, and this request can be legally fulfilled
- We know or suspect that the data is inaccurate
- We know or suspect that it is no longer appropriate for us to use the data for reasons of legitimate interest

If you believe any information held by Atkinson HR Consulting is incorrect and wish to amend it, please contact us in writing using the contact details at the end of this statement.

Can you opt-out of marketing or request for your information to be erased?

We do not wish for you to receive our marketing unless you want to receive it, and we will always comply with a request from you to opt-out of any of our marketing.

We will comply with requests from you for your information to be erased if it is appropriate to do so (a) in accordance with the Data Protection Act (2018) or the European GDPR requirements and (b) if there is no legitimate justification for retaining the information.

In some cases, [we may not be able to agree to all or part of a request for information to be erased](#) if there is a legitimate requirement to keep it. An example of a legitimate requirement would be if you are an employee of an organisation using our HR services, and you are involved in some way with an HR issue which we are supporting an organisation in dealing with. In this case, there would be a legitimate requirement to retain relevant information relating to that issue in order for your employer to be able to resolve the HR issue and any related legal challenges. This may extend beyond the apparent resolution of the issue if there is a reasonable argument that the information may need to be revisited.

You can:

- Use the 'unsubscribe' link in any marketing communications from Atkinson HR Consulting if you do not wish to be contacted with any marketing communications;
- Request directly by email to laura@atkinsonhrconsulting.co.uk if you do not wish to be contacted with any marketing communications;
- Request by email to laura@atkinsonhrconsulting.co.uk if you wish for your information to be erased (the right to be forgotten);
- Contest our determination of a legitimate requirement to retain your information on a case-by-case basis by e-mailing laura@atkinsonhrconsulting.co.uk.

Who else is your information shared with?

Other than the data sub-processors below, Atkinson HR Consulting will not share or sell your information with other companies.

We will share your information for marketing or service delivery purposes with the sub-processors below. This is only shared for the purpose of sending you marketing content or material relating to the Atkinson HR Consulting Limited's own services, or where necessary, to be able to deliver HR services to your organisation or employer, in line with our client agreements and related contracts.

These sub-processors are:

Mailchimp Ltd

Mailchimp Ltd provides our online marketing platform. This is an online system which we use to send out our newsletters, promotional materials and marketing-related communications to clients, prospective clients who have chosen to share their data with us, or contacts in organisations who have provided their information to us for whom we understand there to be a legitimate interest in our activity. Their Privacy Policy can be found [here](#).

Microsoft

We use Microsoft 365 for Business to manage our emails, provide our file storage and to host our meeting platform through Teams. This may include some information that has been collected through our website or provided to us by your employer where we are providing outsourced HR services. Their Privacy Policy can be found [here](#).

How do we store data?

The information we collect is stored securely in the cloud, via Microsoft OneDrive. All information is stored in an encrypted form. Information held by Microsoft on our behalf may be transferred outside of the EEA but only where there are appropriate protections in place and in line with GDPR guidance.

Cookies

Cookies are small data files that are placed on your computer or mobile device when you visit a website. Cookies are widely used by online service providers to track visitor use of the website and to compile data on website activity. You can configure cookie settings in your browser's settings.

Other websites

Our website and marketing e-mails contain links to other websites. This privacy policy only applies to www.atkinsonhrconsulting.co.uk. If you choose to follow links to other websites, you should read their own privacy policies.

Changes to our Privacy Statement

We keep our Privacy Statement under regular review and we will place any updates on this web page.

How to contact us

If you would like to contact us in relation to any matter covered in this Privacy Statement or with queries about our website or marketing activity, please email laura@atkinsonhrconsulting.co.uk or write to us at Atkinson HR Consulting Ltd, Hockerley Hall, Hockerley Lane, Whaley Bridge, SK23 7AS.