



Privacy Policy

This Privacy Policy explains how Bo'Ness HR Limited collects, uses, and protects personal data in accordance with the General Data Protection Regulation (GDPR).

1. Data Controller

Abi Hadley-Clift is the data controller responsible for the processing of personal data under this Privacy Policy. If you have any questions or concerns about how we handle your personal data, please contact us at:

Bo'Ness HR Limited, 29 Southbourne Grove, Bournemouth BH6 3QT

Email: abi@bonesshr.co.uk Telephone: 07532 123000

2. Personal Data We Collect

We may collect and process the following types of personal data from clients and individuals participating in our consultancy services:

- Personal information (such as name, address, email address, phone number, date of birth, etc.)
- Employment history and qualifications
- Performance reviews and assessments
- Financial information for billing purposes
- Any other information relevant to the provision of HR consultancy services

3. Purposes of Processing

We process personal data for the following purposes:

- Providing HR consultancy services as requested by our clients
- Managing client relationships and communications
- Billing and accounting purposes
- Compliance with legal obligations

4. Legal Basis for Processing

We process personal data based on one or more of the following legal bases:

- The performance of a contract with the data subject or to take steps at the request of the data subject prior to entering into a contract
- Compliance with legal obligations to which we are subject
- Legitimate interests pursued by us, our clients or a third party (e.g. providing and improving our services)

5. Data Retention

We retain personal data only for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by law. The specific retention period for personal data may vary depending on the purpose for which it was collected.

6. Data Security

We are committed to ensuring that personal data is secure. We have implemented appropriate technical and organisational measures to protect personal data against unauthorised access, misuse, alteration, or loss.

7. Sharing Personal Data

We may share personal data with third parties only when necessary for the purposes outlined in this Privacy Policy, such as service providers, legal or regulatory authorities, or as required by law.

8. Your Rights

You, and your employees, have the following rights regarding personal data under GDPR:

- Right to access: You have the right to request access to and obtain a copy of your personal data.
- Right to rectification: You have the right to request that we correct any inaccurate or incomplete personal data.
- Right to erasure: You have the right to request the deletion of your personal data under certain circumstances.
- Right to restrict processing: You have the right to request that we restrict the processing of your personal data under certain circumstances.
- Right to data portability: You have the right to receive your personal data in a structured, commonly used, and machine-readable format and to transmit those data to another controller.
- Right to object: You have the right to object to the processing of your personal data under certain circumstances, including for direct marketing purposes.
- Right to withdraw consent: If we rely on your consent to process your personal data, you have the right to withdraw that consent at any time.

To exercise any of these rights, please contact us using the contact information provided in Section 1.

9. Complaints

If you believe that we have not complied with your data protection rights, you have the right to lodge a complaint with the Information Commissioners' Office.

10. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal requirements. We encourage you to review this Privacy Policy periodically for any updates.

Reviewed: 11th October 2024