

PRIVACY POLICY

Tracey Hopkins, t/a The HR Consultancy Business School, the owner and provider of this website, takes the privacy of your information very seriously. This privacy policy applies to our use of any and all data collected by us or provided by you in relation to your use of the website.

1. Definitions

Data	Any information that you submit to Tracey Hopkins t/a The HR Consultancy Business School via the website.
Cookies	A small text file placed on your computer by this website when you visit certain parts of the website and/or when you use certain features of the website.
Data Protection Laws	Any applicable law relating to the processing of personal Data for as long as such law is effective in the UK
GDPR	The General Data Protection Regulations (EU)
We or Us	Tracey Hopkins t/a The HR Consultancy Business School, Ashlea, Davenham, Cheshire, CW9 8QE
User or You	Any third party that accesses the website
The Website	www.thehrconsultancyschool.co.uk

2. The Scope of the Privacy Policy

This privacy policy applies only to the actions of Tracey Hopkins t/a The HR Consultancy Business School and users of this website. It does not extend to any websites that can be accessed from this website including but not limited to any links provided to social media websites.

3. How your data will be used?

- a) Any information we collect, hold and process will only be used for our management and administrative purposes. We'll keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately. This includes using information to enable us to comply with the terms and conditions, to comply with legal requirements, to pursue the legitimate interests of The HR Consultancy Business School and protect our legal position in the event of legal proceedings.

- b) We may sometimes need to process your data to pursue our legitimate business interests. The nature of our legitimate interests are to provide you with information about, and access to programme and promotional information that you have requested and to provide you with access to any services that you have purchased.
- c) The information we hold will have been provided by you, we do not collect personal data or information from any external sources. Our third party service providers include **PayPal, Mailchimp** and **Schedule Once**. We use these third party providers to enable us to provide services and information. This information will always be provided by you and will never be passed on to any other third party by us or used for any other purpose beyond that which it was provided for. We do not retain data or personal information beyond the period of time in which it is actively required other than for the fulfilment of any legal requirements.
- d) The sort of information (data) we hold could include your name, address, telephone numbers, email address and the name of your business. We also maintain records of when you contact us, and this could be by either storing emails or via any direct social media messages.
- e) We do not process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation
- f) We'll only ever disclose information about you to third parties if we're legally obliged to do so, or where we need to comply with our contractual duties to you.

3. Your Rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data:

You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

4. Identity and contact details of controller and data compliance advisor

Tracey Hopkins is the controller of data for the purposes of the DPA 18 and GDPR.

If you have any concerns as to how your data is processed you can contact our Data Controller at tracey@hrconsultancyschool.co.uk