

# Privacy Statement

## WHO ARE KENTISH HR

Kentish HR ("we" or "our" or "us") are an HR support company who takes your privacy very seriously and we will comply with the obligations imposed on us by the applicable Data Protection Legislation.

Compliance with data protection law is essential to ensure that personal data remains safe, our HR business operations are secure and the rights of individuals are respected. This Policy explains our compliance with data protection law in relation to the privacy of personal data under the Data Protection Act 2018.

We shall use personal information provided by you in accordance with the provisions of our terms of business and in accordance with this policy.

## SCOPE

This policy applies to anyone who uses any of the services provided by Kentish HR.

## USE OF PERSONAL INFORMATION

Kentish HR needs to collect and use certain personal information to be able to offer its range of products and services.

We will only use your personal information when the law allows us to. Most commonly, we will use personal information in the following circumstances:

- Where we need to answer your enquiries
- Where we need to perform the contract we enter into with you
- Where we need to comply with a legal or regulatory obligation
- Where it is necessary for our legitimate interests (or those of a third party) and when your interests and fundamental rights do not override those interests.

## WHAT INFORMATION WE COLLECT

The type of information we collect may include (but is not limited to):

- Contact information: your name, name of employer, address, telephone numbers, e-mail addresses and other contact information
- Other categories of work-related personal data where it is relevant to services that we provide
- Special categories of personal data in connection with health and disability for the purpose of registration for and provision of access to an event. Any use of such information is based on your consent.

## WHY WE COLLECT INFORMATION

Kentish HR will use personal data for the following purposes:

- to confirm your identity
- to provide requested quotes for services

**KentishHR**

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- to provide our core business services remotely or on client premises
- to answer queries
- to provide HR support
- to provide consultancy services
- to provide you with information, products or services that you request from us or which we feel may be of interest to you, where you have consented to be contacted for such purposes;
- to enable us to provide you with the products and services that you have requested from us and otherwise to perform our legal obligations to you;
- for training purposes, quality assurance or to record details about the products and services you order from us;
- to satisfy and meet our legal and regulatory requirements;
- to notify you about changes to our products and services.

If you have provided your explicit consent and unless and until you advise us to the contrary, we will also communicate with you about relevant information and opportunities relating to existing and new products and services which we consider suitable for you.

## **HOW WE COLLECT INFORMATION**

We will collect information via the following means:

- when making an enquiry for our services by calling or e-mailing us
- when making use of our services
- when you attend a seminar or another Kentish HR event, including training
- when we take over services from a previous provider you transfer from
- through previous third party suppliers of HR documents

## **SHARING OF INFORMATION**

Kentish HR do not share data with any organisation, except where required to do so by law.

## **PERSONAL DATA ABOUT OTHER PEOPLE**

If you provide personal data about other people to Kentish HR such as your employees or directors, we will only process that data as a data processor on your instructions and you must ensure that you are entitled to disclose that personal data to us and that, without taking any further steps, we may collect, use and disclose that personal data as described in this Privacy Statement.

In particular, you must ensure the individual concerned is aware of your own company obligations under the Data Protection Act 2018 and ensure they are advised of the various matters detailed in this Privacy Statement including our identity, our personal data collection, processing and disclosure practices, the individual's right to obtain access to their personal data and make any complaints about the handling of personal data.

## **SECURITY OF INFORMATION**

We take the safeguarding all data collected very seriously. All personal information in our possession is held securely. We have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

## **TRANSFER OF DATA TO OUTSIDE EUROPEAN ECONOMIC AREA (EEA)**

We do not anticipate transferring any personal data outside the EEA.

## **RETENTION OF PERSONAL DATA**

Personal data will be deleted when it is no longer reasonably required and we are no longer legally required or otherwise permitted to continue to store such data. Unless an exception or other special circumstance applies, the identified retention period for data in relation to matters which Kentish HR deal with is 6 years from the date the matter is closed.

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## YOUR DUTY TO INFORM US OF CHANGES

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

## YOUR RIGHTS

You have certain rights in relation to the personal data we hold about you. These rights include:

- access to information held about you;
- rectification and erasure of your personal data;
- objection to processing of your personal data;
- requesting restriction of processing of your personal data;
- the portability of your personal data; and
- the right to withdraw your consent, where consent is relied upon as the legal justification for processing.

In order to receive a copy of the information we hold about you, or to serve a request in relation to any of your other rights, please send your request in writing, including your full contact details, to [privacy@kentishhr.co.uk](mailto:privacy@kentishhr.co.uk).

While we do not normally impose an administration charge for such requests, we reserve the right to do so if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

## UPDATE TO PRIVACY STATEMENT

This Privacy Statement was written in July 2020. We may change this Privacy Statement at any time. If we make any changes, we will post the new notice on our website. By using our services, you agree to read our Privacy Statement regularly so that you are aware of any changes. You can request a copy of the Privacy Statement at any time. Your continued use of the services will constitute your acceptance of these changes.

## CONTACTING US

We welcome all feedback on matters relating to privacy or to any other aspect of our service. If you feel the privacy matters are not clear and plain, would like to change your personal information, or would like to make a complaint concerning any action of ours which you consider is in breach of our policy then please contact us at [privacy@kentishhr.co.uk](mailto:privacy@kentishhr.co.uk)