
Hart Consultancy Services (NE) Ltd - Privacy Statement

Who are we?:

Hart Consultancy Services (NE) Limited is a consultancy service organisation. Our specialist areas can be viewed here <http://www.hartconsultancy.co.uk/>. We work primarily business to business in a wide range of sectors and have been registered as a limited company since 2011.

What information do we collect and how do we use this data?:

We DO NOT use any personal data for marketing purposes.

There is very limited personal information collected or stored by our organisation and only in the context of us providing a service to you. For example, we may have details of:

Your name/ email address/ telephone number so that we can contact you when you or your organisation has asked us to provide a service to you.

Your name and email address so that we can organise the use of any psychometric questionnaires which you have asked us to arrange.

A record of email correspondence between us so that there is a record of what we have agreed between us as part of the delivery of our services to you.

A copy of the letter of agreement / contract agreed between us.

How long do we hold this data for?:

In accordance with the GDPR, we take into account the type of data we hold and what we need it for to determine the length of time this data is held on our systems. We will hold and use your data so that we can effectively deliver our service to you.

Where we have procured a psychometric report on your behalf a copy will be emailed to you and our copy is deleted once we have completed our work with you.

Where an HR service has been delivered and this fall into the category of certain information needing to be stored for a period of up to 6 years to comply with legislation, then the 6-year rule will apply before records are deleted.

Third parties:

We will not share any of your personal data with any third part without your content, unless it is required in order to fulfil our contract with you or allowed by law. In general, the third part providers used by us to fulfil our contract with you will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us.

Where you have asked us to arrange a psychometric questionnaire with one of our providers, you are giving us permission to share your data with them for this purpose and this purpose only. Some psychometric providers use your anonymised data as part of their research for measuring group norms. We refer you to the provider and owner of the instruments for further information on this element.

Where we are fulfilling a contractual obligation with you and have agreed to work with a carefully selected partner or subcontractor to do this, this will be made explicit to you and only contract related data will be shared.

How we keep your data safe:

We operate with the EU and international sectors. We meet the requirements of the General Data Protection Regulation. Your data will be held electronically in our systems. It is always held securely and where required is password protected. It is accessed only by the employees responsible for the delivery of your service.

We may need to pass your details if required, to the police, regulatory bodies or legal advisers.

Your rights:

You have the right to:

- Request a copy of the personal information held about you
- Request that inaccuracies be corrected
- Request us to stop processing your personal data (which may prevent us from providing a service to you)
- Lodge a complaint with the Information Commissioner's Office

Changes to this privacy policy:

If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.