

# Privacy Policy

This privacy policy applies between you, the User of this Website and HR Resolves Ltd, the owner and provider of this Website. HR Resolves Ltd 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. This privacy policy should be read alongside, and in addition to, our Terms and Conditions, which can be found at [www.hrresolves.co.uk](http://www.hrresolves.co.uk). **Please read this privacy policy carefully.**

## Definitions and Interpretation

In this privacy policy, the following definitions are used:

### Data

Collectively all information that you submit to HR Resolves Ltd via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws;

### 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. Details of the cookies used by this Website are set out in the clause below (**Cookies**);

### Data Protection Laws

Any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive) or the GDPR, and any national implementing laws, regulations and secondary legislation, for as long as the GDPR is effective in the UK;

### GDPR

The General Data Protection Regulation (EU) 2016/679;

### HR Resolves Ltd, or us

HR Resolves Ltd, a company incorporated in with registered number 12284909 whose registered office is at Carlinghow Lane, Batley, WF17 8DW;

### UK and EU Cookie Law

The Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011;

### User or you

Any third party that accesses the Website and is not either (i) employed by HR Resolves Ltd and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to HR Resolves Ltd and accessing the Website in connection with the provision of such services; and the

website that you are currently using, [www.hrresolves.co.uk](http://www.hrresolves.co.uk), and any sub-domains of this site unless expressly excluded by their own terms and conditions.

1. In this privacy policy, unless the context requires a different interpretation:
  1. the singular includes the plural and vice versa;
  2. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
  3. a reference to a person includes firms, companies, government entities, trusts and partnerships;
  4. "including" is understood to mean "including without limitation";
  5. reference to any statutory provision includes any modification or amendment of it;
  6. the headings and sub-headings do not form part of this privacy policy.

## **Scope of this Privacy Policy**

1. This privacy policy applies only to the actions of HR Resolves Ltd and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

## **Data Collected**

1. We may collect the following Data, which includes personal Data, from you:
  1. Name
  2. Contact information such as, business name, address, email address and telephone numbers;
  3. Number of employees
  4. IP address (automatically collected);
  5. in each case, in accordance with this privacy policy.

## **Our use of Data**

1. For purposes of the applicable Data Protection Laws, HR Resolves Ltd is the "data controller".
2. Unless we are obliged or permitted by law to do so, and subject to any third party disclosures specifically set out in this policy, your Data will not be disclosed to third parties. This includes affiliated companies.
3. All personal Data is stored securely in accordance with the principles of the Data Protection Laws. For more details on security see the clause below (**Security**).

4. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:
  1. internal record keeping;
  2. transmission by email of promotional materials that may be of interest to you;
  3. improvement of our products/services;
  4. in each case, in accordance with this privacy policy.

## **Third Party Websites and Services**

1. HR Resolves Ltd may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services do not have access to certain personal Data provided by Users of this Website.

## **Security**

1. Data security is of great importance to HR Resolves Ltd. We will use technical and organisational measures to safeguard your Data, for example:
  1. If password access is required for certain parts of the Website, this is controlled by a password and a username that is unique to you.
  2. we store your Data on secure servers.
2. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address: [Nasima.hussain@hrresolves.co.uk](mailto:Nasima.hussain@hrresolves.co.uk).
3. If you want detailed information from Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit [www.getsafeonline.org](http://www.getsafeonline.org). Get Safe Online is supported by HM Government and leading businesses.
4. We endeavour to do our best to protect your personal Data. However, transmission of information over the internet is not entirely secure and is done at your own risk. We cannot ensure the security of your Data transmitted to the Website.

## **Data Retention**

1. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.
2. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

## **Accessing your own Data**

1. You have the right to ask for a copy of any of your personal Data held by HR Resolves Ltd (where such data is held).
2. To make enquiries, exercise any of your rights, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: [Nasima.hussain@hrresolves.co.uk](mailto:Nasima.hussain@hrresolves.co.uk).

## **Links to other Websites**

1. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

## **Changes of Business Ownership and Control**

1. HR Resolves Ltd may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of HR Resolves Ltd. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.
2. We may also disclose Data to a prospective purchaser of our business or any part of it.
3. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

## **Cookies**

1. This website may place and access certain Cookies on your computer. HR Resolves Ltd uses Cookies to improve your experience of using the Website and to improve our range of services. HR Resolves Ltd has carefully chosen these Cookies and has taken steps to ensure that your privacy is protected and respected at all times.
2. All Cookies used by this Website are used in accordance with current UK and EU Cookie Law.
3. Before the Website places Cookies on your computer, you will be presented with a message bar requesting your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling HR Resolves Ltd to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of the Website may not function fully or as intended.
4. This Website may place the following Cookies:
5. Functionality Cookies. These are used to improve the websites functionality.
6. You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser.

7. You can choose to delete Cookies at any time; however you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalisation settings.
8. It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.
9. For more information generally on cookies, including how to disable them, please refer to [aboutcookies.org](http://aboutcookies.org). You will also find details on how to delete cookies from your computer.

## **General**

1. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.
2. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.
3. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
4. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

## **Changes to this Privacy Policy**

HR Resolves Ltd reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact HR Resolves ltd by email at [Nasima.hussain@hrresolves.co.uk](mailto:Nasima.hussain@hrresolves.co.uk)

**01 September 2020**