

Calderbank HR Privacy Notice

Our contact details

Name: Stephen Calderbank

Address: Luparo Ltd T/A Calderbank HR, Firs Cottage,
Wilderswood, Horwich. BL6 6SA

Phone Number: 07772 267 194

E-mail: stephen@calderbankhr.co.uk

Date: 21st July 2020

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Employee data

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you to enable us to perform our retained employment law & HR service effectively.

We use the information that you have given us in order to take decisions, dispense advice and assist you in the management and development of your employees.

We may share this information with your Accountant and any Counsel, third party or expert we may retain on your behalf.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Stephen Calderbank

(b) We have a contractual obligation.

How we store your personal information

Your information is securely stored in folders in encrypted and password protected cloud based storage facilities including Dropbox.

We keep your data for as long as we need to comply with our obligations to you and third parties, usually this will be for 7 years. We will then dispose your information by permanently deleting your folders and their content.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at stephen@calderbankhr.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at stephen@calderbankhr.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>