

**DEBBIEJUDDHR LIMITED**  
**PRIVACY NOTICE**

debbiejuddhr Limited is committed to protecting the personal data of our client's employees and visitors to our website. We recognise our obligations to communicate what data collect and hold and to ensure all data is secure.

The registered office for debbijuddhr Limited is 22 The Drive, Shotley Bridge, Consett, Co Durham. DH8 0DL. Any requests in relation to this privacy notice should be forwarded to this address or by email to [admin@debbiejuddhr.co.uk](mailto:admin@debbiejuddhr.co.uk).

**Information Collected**

Users of our website can visit the site without revealing their identity or providing information about themselves.

We collect information directly from users when they voluntarily submit their personal information to us. At certain parts of our website, we may (now or in the future) provide the opportunity for users to register for an event or order services, join a mailing list, request information or book something.

We may collect the following information:

- Your name and job title
- Your contact information including email address, telephone number
- Website usage data
- Information you provide related to your enquiry
- Information you provide related to special offers and surveys

We reserve the right to add to this list of opportunities available to our users to interact with us. It is completely up to users to provide us with their personal information.

Clients are provided with access to the 'Client area' of the website. Information is provided by the client when requesting log in details. Personal details are removed from the website when requested by the client, or upon termination of contract.

Data provided by our Client regarding their Employees/Workers may include data from an employment record, sickness absence record, salary details, job description etc. This personal data and/or sensitive personal data is provided to enable us to provide effective HR support and advice in order to manage an employment matter. We may also receive personal data and/or personal sensitive data from third parties as requested by the employer, such as an occupational health provider, colleagues or witnesses and government or other organisations for the same purpose.

### **Basis for Processing**

We process personal information under the Legitimate Interest basis.

We process personal data and sensitive personal data from our client's employees in order to provide effective HR support and advice on cases and legal claims.

There is a direct benefit to debbiejuddhr Limited from processing in terms of developing our own business and the individuals we communicate with also benefit by being provided with useful, relevant information. To ensure this benefit to debbiejuddhr limited outweighs any impact on the individual, we:

- only use business contact information that has been provided directly to debbiejuddhr Limited.
- only send information that we feel will be relevant and useful.
- provide a clear and easy opt-in option in all communication.

### **Use of Collected Information**

We require this information to understand your needs and provide you with a better service. Normally, personal information provided or collected is via email and is used to respond to requests for advice and supports, enquiries or to process requests.

- If we are contacted via email, we may keep a record of that correspondence and the email address.

- We may also ask for information when an individual enters a competition or promotion sponsored by debbiejuddhr Limited.
- We may ask clients to complete optional surveys to help us improve our services.
- We may retain details of transactions carried out in the fulfilment of contracts and orders.
- We may use personal data details to send products/services information through a mailing list.

## **Marketing**

All individuals have the right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email [admin@debbiejuddhr.co.uk](mailto:admin@debbiejuddhr.co.uk).

## **Security of Collected Information**

debbiejuddhr Limited maintains strict physical, electronic and administrative safeguards to protect user's personal information from unauthorised or inappropriate access. Directors, Employees and Associates and Business Partners who misuse a user's personal information are subject to legal or disciplinary actions.

Any personal information we hold about an individual is stored and processed under our Data Protection Policy, in line with the General Data Protection Regulation. We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Our website may, from time to time, contain links to and from the websites of other organisations which may be of interest. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **Your Rights**

Clients, employees/workers of clients and users of our website or our services may review and update any personal information that is provided to us, or collected through our

website and actually stored by us. Individuals have the right to request a copy of information that debbiejuddhr Limited stores about them to ensure it is accurate and lawful. There is no charge for this service, we aim to respond as quickly as possible, but at most within one month of the request.

We will respond appropriately to users' requests to correct inaccurate personal information.

Individuals have the right to have personal information about them removed from our systems (the right to be forgotten). If requested we will of course remove personal information.

All correspondence relating to requests/complaints in relation to individual rights should be emailed to: [admin@debbiejuddhr.co.uk](mailto:admin@debbiejuddhr.co.uk).

All complaints relating to the collection, storage, use, disclosure and erasure of personal information will be dealt with promptly in a confidential manner.