

Dêmos HR SOLUTIONS

GDPR DATA PRIVACY NOTICE

This is the privacy notice of Dêmos HR Solutions.

We respect your privacy and are determined to protect your personal data. The purpose of this privacy notice is to inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from). We'll also tell you about your privacy rights and how the data protection law protects you.

We may update or change this privacy notice from time to time without prior notice to you. Any changes to the privacy notice will be communicated clearly on this website.

Dêmos HR Solutions is the controller and is responsible for your personal data (collectively referred to as "Dêmos HR Solutions", "we", "us" or "our" in this privacy notice). Our registered office is 3 Gordon Road, Eccles, Manchester, M30 9QB.

INFORMATION COLLECTION

As a visitor, you do not have to submit any personal information in order to use this website. The site collects only personally identifiable information that is specifically and voluntarily provided by visitors when you complete our contact form. Such information may consist of, but is not limited to, your name, company address, email address and telephone number.

We do not usually seek sensitive information (e.g. data relating to race or ethnic origin, religious beliefs, criminal record, physical or mental health, or sexual orientation) from visitors. We will, where necessary, obtain visitors' explicit consent to collect and use such information.

This website is not intended for children and we do not knowingly collect data relating to children.

You must read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

Third-party links outside of our control

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of every website you visit.

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INFORMATION USE

We will only use your personal data when the law allows us to, for limited purposes. Most commonly, we will use your personal data to improve our services, to maintain our relationship with you, to provide services or information requested by you, to periodically send promotional emails about new services or other information which we think may be of interest to you.

We may also use your personal information in the performance of a contract which means processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract, or to comply with a legal or regulatory obligation

We will ensure that any such marketing activities comply with the relevant law, and implement procedures to obtain necessary consents before sending you emails containing information about Dêmos HR Solutions and its service offerings. You can ask us to stop sending you any marketing messages at any time by emailing info@demoshhr.co.uk, and we will remove you from our distribution list.

Third-party marketing

We will get your express opt-in consent before we share your personal data with any company for marketing purposes.

Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please email info@demoshhr.co.uk.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

SHARING YOUR PERSONAL DATA

Although we may provide your personal information to service providers that handle information on our behalf, we will usually not share the information with third party entities for secondary or unrelated purposes unless otherwise disclosed at the point of collection.

Where appropriate, personal information may be disclosed to law enforcement, regulatory or other government agencies, or third parties where necessary or desirable to comply with legal or regulatory obligations or requests or for the purposes identified above

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We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

DATA SECURITY

We have in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

YOUR LEGAL RIGHTS

Unless subject to an exemption under the data protection laws, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was the lawful basis for processing your data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to our processing of personal data, where applicable i.e. where processing is based on our legitimate interests (or in performance of a task in the public interest/exercise of official authority); direct marketing or processing for the purposes of scientific/historical research and statistics).

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If you wish to exercise any of the rights set out above, please email info@demoshhr.co.uk

No fee required – with some exceptions

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable admin fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

CHANGES TO THIS NOTICE AND YOUR DUTY TO INFORM US OF CHANGES

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

QUERIES, REQUESTS OR CONCERNS

If you wish to exercise any of your rights above, or have any questions, queries or complaints in relation to this policy, please contact us at info@demoshhr.co.uk.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England, UK.