

## Our Privacy Policy

### Introduction

HR2day takes the security and privacy of your personal data seriously. We will only ever collect and use personal data in ways that are described within this notice, in conjunction with your rights under the General Data Protection Regulations.

### Your rights

As a data subject, you have the following rights under the General Data Protection Regulations, which this document has been designed to uphold:

- the right to be informed about our collection and use of your data;
- the right of access to the personal data we hold about you;
- the right to rectification if any personal data we hold about you is inaccurate;
- the right to request to be forgotten – i.e. the right for your personal data to be deleted;
- the right to restrict the processing of your personal data;
- the right to data portability – i.e. to obtain a copy of your data to be used with another service/organisation;
- the right to object to us using your personal data for a particular purpose; and
- rights in relation to automated decision-making and profiling.

If you have any complaints or queries in regard to our use of your personal data, please contact us using the information provided. You also have the right to lodge a complaint through the Information Commissioner's Office, more information regarding this will be found on their website.

### What information do we collect about you?

We collect information about you when you:

- instruct us to provide advice;
- visit our website;
- subscribe to our newsletters;
- attend one of our seminars; and
- engage in any business dealings with us.

### How do we use your data?

The Company will process your personal data (including special categories of personal data) in accordance with our obligations under the 2018 Act.

We will use your personal data for:

- providing services;
- complying with any legal obligation;
- managing our relationship with you (including any marketing you agree to); and

- If it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing. See details of your rights in the section (your data subject rights) below.

We can process your personal data for these purposes without your knowledge or consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

If you choose not to provide us with certain personal data you should be aware that we may not be able to carry out certain parts of the contract between us.

With your permission, we may also use your data for marketing purposes, which may include contacting you via email with information, news and offers on our services. We will not send you any unsolicited marketing or spam and will take all reasonable steps to ensure that we fully protect your rights and comply with our obligations under GDPR. You may opt out of this at any time by contacting us at [helpdesk@hr2day.co.uk](mailto:helpdesk@hr2day.co.uk)

We will not sell, distribute or lease your information to third parties, unless we have your permission or a legal obligation to do so.

We will not keep your data for longer than is necessary. For current clients, we will hold your data until your contract with us ends. Once the contract between us has ended, all of the data we hold will be deleted after a period of 3 months from the end of the contract date.

### **How and where do we store your data?**

As data security is very important to us, we have taken suitable measures to safeguard and secure any data we hold.

Your data will be stored in line with the following companies' privacy statements.

We use mail chimp as our e-mail marketing tool, you can find out more about their privacy statement here – [Mail Chimp Privacy Policy](#)

We use hubspot as our CRM tool, you can find out more about their privacy statement here – [Hubspot Privacy Policy](#)

We use xero for our bookkeeping, you can find out more about their privacy statement here – [Xero Privacy Policy](#)

We use go cardless for our DD's, you can find out more about their privacy statement here – [Go Cardless Privacy Policy](#)

We use Microsoft for our email system, you can find out more about their privacy statement here – [Microsoft Privacy Policy](#)

We use Event Brite as our event engagement tool, you can find out more about their privacy statement here – [Event Brite Privacy Policy](#)

We use Dropbox as a document storage tool, you can find out more about their privacy statement here – [Dropbox Privacy Policy](#)

We use M-Files as our document management tool, you can find out more about their privacy statement here – [MFILES Privacy Policy](#)

We also use BreatheHR as an online HR system (separate subscription required). You can find out more about their privacy statement here – [BreatheHR Privacy Policy](#)

We use Excelpoint to manage our helpdesk ticket system ([helpdesk@hr2day.co.uk](mailto:helpdesk@hr2day.co.uk)) and client portfolios. You can find out more about their privacy statement here – [Excelpoint Privacy Policy](#)

### **How can you access your data?**

You have the right to ask for a copy of your data held by us, where such data is held. Under GDPR no fee is payable and we will provide all information in response to your request free of charge. For more information regarding this, please contact us using the details provided.

### **Contacting us**

If you have any queries or concerns regarding this document, please contact us using one of the below methods.

Telephone us on 01325 288299 (Option 2)

Email us at [helpdesk@hr2day.co.uk](mailto:helpdesk@hr2day.co.uk)

Write to us at HR2day Limited, 2 Endeavour Court, Lingfield Way, Darlington, DL1 4JW

### **Changes to Our Privacy Policy**

We may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be notified to you immediately and you will be deemed to have accepted the terms of the Privacy Policy, unless we you inform us otherwise within 1 week of the changes.