



Privacy Notice

Introduction

Nectar HR Limited (we, us, our) is aware of its obligations under the General Data Protection Regulation (GDPR) and domestic data protection legislation and is committed to processing your data securely and transparently. This privacy notice sets out, in line with current data protection obligations, the types of data that we hold when you visit our website, how we process it, the lawful basis for doing so and how to exercise your rights. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Our website contains links to third-party websites, which have their own data controllers and privacy policies. This privacy policy applies to Nectar HR Limited only.

This Privacy Notice relates to the users of our services, anyone that contacts us, other associated third parties, as well as our clients and visitors to our website. We may not be able to fulfil our business commitments to you in the event that we are not able to collect relevant personal data.

Data controller details

Nectar HR act as a data controller, meaning that it determines the processes to be used when using your personal data. We are registered in England & Wales at Companies House, registration number 10429262, registered offices at Asan The Workspace, All Saints Road, Wolverhampton, England, WV2 1EJ.

This Privacy Notice describes our processing of personal data as a Data Controller. We are registered with the Information Commissioner's Office as a Data Controller, reference number ZB290325.

You can contact us by mail at the above address or by email at hello@nectarhr.co.uk

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way.
- collect your data only for legitimate business reasons only.
- only use it in the way that we have told you about.
- ensure it is correct and up to date.
- keep your data for only as long as we need it.
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed.

**Collection of your personal data**

We process your name, email address and phone number. This is processed entirely for the purpose of contacting you in response to you filling out your details on the 'contact us' page on the website.

Additional data will be processed once a working relationship is established and these are covered in our Terms & Conditions. This data may include personal data about you or your employees as is needed to fulfil our duties. The full list of the personal data that is shared with us will be on your own company's Privacy Notice. You may also contact us for the full list.

Our employees and potential employees have a separate Privacy Notice, which is given once an application has been received and with employment contracts.

How does the organisation protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Who has access to data?

Your information may be shared internally for these purposes only. We will not share your data with third parties, other than for our own business functions. The organisation will not transfer your data outside the UK.

How long we keep your data for

We won't process your data for any longer than is reasonably necessary for us to do so for the specified purposes. Once a relationship has been established the data will be retained in line with our other Privacy Notices and Terms & Conditions of business.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

What happens when I follow links to other sites?

If you follow links to other sites from our website your data will be subject to the privacy notices of those sites. You should refer to the policies of these sites before providing your personal data.

Website and cookies

How do we use cookies on our websites?



Cookies are small text files that are placed on your computer when you access a website. These allow websites to do several important things, including remembering which pages you have visited.

If you visit our website and when your browser is set to accept cookies, we will interpret this as an indication that you consent to our use of cookies and other similar technologies as described in this website cookie policy. If you change your mind in the future about letting us use cookies, you can modify the settings of your browser to reject cookies or disable cookies completely. If you do this, please be aware that you may lose some of the functionality of our website. By continuing to use our website you have consented to information being collected from your device by cookies or other technologies, for the purposes described in this Privacy Notice.

Use of cookies: Our website use cookies to distinguish you from other users of the website. This helps us to provide you with a good experience when you browse our website and also allows us to improve the website and your experience. We do not hold this data. We only use Google Analytics or Google Signals with the following types of cookies:

Performance: They allow us to recognise and count the number of visitors and to see how visitors move around the website when they are using it. This helps us to improve the way the website works, for example, by ensuring that users are finding what they are looking for easily.

Advertising/Targeting: These cookies record your visit to the website the pages you have visited and the links you have followed. We will use this information to make the website and the advertising displayed on it more relevant to your interests.

Your rights

As a data subject, you have several rights. You can:

- Access and obtain a copy of your data on request.
- Require us to change incorrect or incomplete data.
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where we rely on its legitimate interests as the legal ground for processing.
- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR department via email: hello@nectarhr.co.uk

Making a complaint

In the first instance we would like the opportunity to address your concerns and provide an amicable solution! We take any complaints very seriously and endeavour to listen to you and



where possible make adjustments to company policy and procedure, so, please email us at hello@nectarhr.co.uk or write to us at our registered office which is Asan The Workspace, All Saints Road, Wolverhampton, England, WV2 1EJ, allowing time for our response. All complaints will be treated in a confidential manner.

Should you feel unsatisfied with our handling of your complaint that you have made to us about our handling of your personal data, you are entitled to escalate your complaint to the supervisory authority for the UK, which is the ICO (Information Commissioner's Office).

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>

Document Control

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