

Open HR Consulting Ltd

Privacy Notice

1. Introduction

We are committed to protecting your privacy. This Privacy Notice explains how we collect, use, and protect personal data when you visit our website or engage with our HR consultancy services. We comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and, where applicable, the EU GDPR.

2. Who We Are

We provide HR consultancy services to charities and not-for-profit organisations, supporting them in strengthening their HR and employment practices. We operate primarily in the UK and occasionally work with international clients, particularly in Europe.

3. What Personal Data We Collect

We may collect and process the following types of personal data:

- Contact details (name, email address, phone number, organisation name, job title)
- Business-related information (e.g., details about HR challenges, pay and benefits structures, and support needs)
- Pay and benefits data
 - **Existing pay structures** (e.g., salary bands, grading frameworks, pay policies)
 - **Individual pay data** (e.g., salaries, bonuses, benefits, and allowances)
 - **Salary benchmarking data** (e.g., market comparisons, salary analysis)
- Any other personal data you choose to provide when contacting us

4. How We Use Your Personal Data

We use personal data to:

- Provide HR consultancy services to clients
- Respond to inquiries and communicate with you
- Improve our services and website
- Comply with legal and regulatory obligations.

5. Legal Basis for Processing

We process personal data under the following lawful bases:

- **Contractual necessity:** When processing is required to provide our services
- **Legitimate interests:** When processing supports our business operations without infringing your rights
- **Legal obligations:** Where processing is necessary to comply with legal or regulatory requirements
- **Consent:** Where you have given explicit consent for processing (e.g., marketing communications)

6. Data Sharing and Transfers

We do not sell personal data. We may share data with:

- Trusted third-party service providers (e.g., IT support, cloud storage providers)
- Regulatory authorities, if required by law
- International clients, where necessary, ensuring compliance with data transfer safeguards (e.g., Standard Contractual Clauses for EU data transfers)

7. Data Retention

We retain personal data only for as long as necessary for the purposes outlined above or as required by law. After this period, data is securely deleted or anonymised.

8. Your Rights

You have rights under data protection laws, including:

- Accessing your personal data
- Requesting corrections to inaccurate data
- Objecting to or restricting processing
- Requesting deletion of your data
- Withdrawing consent for marketing communications
- Lodging a complaint with the UK Information Commissioner's Office (ICO)

To exercise your rights, please contact us at: laura@open-hr.co.uk.

9. Cookies and Website Tracking

Our website may use cookies to enhance user experience and gather analytics. You can manage cookie settings through your browser.

10. Contact Us

If you have any questions about this Privacy Notice or how we process your data, please contact:

Open HR Consulting Ltd

laura@open-hr.co.uk

Registered Address: Unit 43, Newhaven Enterprise Centre, Newhaven, East Sussex, BN9 9BA

11. Updates to This Notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website.