

WEBSITE PRIVACY NOTICE

Who is collecting the data?

For the purposes of the Data Protection Act and the General Data Protection Regulations, the data controller is MAS Consultancy Services Limited, trading as Workaround HR.

Workaround HR will collect the data that you voluntarily supply through the 'Enquire Today' button on our website, through LinkedIn or direct calls and/or correspondence, so that we can respond to your enquiries.

What data is collected?

When submitting an enquiry through the website, we ask you to provide the following basic information so that we can identify you and address your needs:

- Your name
- Your Company Name
- Location
- No. of Employees
- Contact telephone number
- Contact E-mail
- Message.

Dependent on your contact preferences and the message you submit, HR will call or email you back to see if and how we can help.

Our website does not use cookies to collect information.

What is the legal basis for processing the data?

The lawful basis for processing your personal data is consent, as specified in Article 6 of the General Data Protection Regulations. We will take your action to freely complete the enquiry form on the website or contact us directly through social media, calls and/or correspondence as confirmation that you agree to Workaround HR processing personal data relating to you for the purposes of responding to your enquiry.

Will the data be shared with any third parties?

No. The initial data that you share with Workaround HR will be retained by us and will not be shared with any third parties.

How will the information be used?

We collect data on the enquiry forms to understand who you are and what you need. With this information we can establish contact with you and let you know how we can help.

Workaround HR will keep an anonymised summary of the data collected to track the number of enquiries we receive, where they come from and type of support required, so that we can tailor our services to meet customer requirements.

How long will the data be stored for?

Data from the initial enquiry will usually¹ be retained electronically for a period of six months before being deleted.

What are my rights in relation to my personal data?

- You (the data subject) have the right to request a copy of any data we hold about you.
- You have the right to request that your personal data be deleted.

Queries or concerns about privacy at Workaround HR?

If you have any queries or concerns regarding this privacy notice or the information we hold about you, please contact our Data Protection Officer:

E-Mail: mary@workaroundhr.co.uk

Tel: 0777 423 9556

Useful Contacts

Information Commissioner's Office

Website: <https://ico.org.uk>

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Tel: 0303 123 1113

Updates and Changes to this Notice

Any updates or changes to this notice will be posted on the Workaround HR website.

¹ unless the information shared in the initial enquiry and any subsequent communications forms part of an ongoing case.