

## Hawley Group Privacy Notice



### Our contact details.

Name: Hawley Group

Address: Hawley Group, 2nd Floor, Parkview House, Brighouse, HD6 4AB

Phone Number: 0333 8000 771

E-mail: [enquiries@hawley.group](mailto:enquiries@hawley.group)

### The type of personal information we collect.

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Details about you or your company, such as name, address, email and telephone contact details and company and VAT reference numbers.
- Any contacts you have with us about services we are providing.
- Financial and tax details.
- Hawley Group Employee details.

### How we get the personal information and why we have it.

Most of the personal information we process is provided to us directly by you for more information regarding our products or services.

We use the information that you have given us to provide you with quotes for services as well as for completing or paying for our services.

We may share this information with sub-contractors for the completion of services agreed however before this information is shared, we ensure that there is a subcontracting agreement in place which details strict data protection responsibilities.

Hawley Group may also share this information with group companies and/or affiliated companies and our professional advisors for example legal, financial, HR or payroll advisors.

We seek to ensure that our personal information collection and processing is proportionate.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [enquiries@hawley.group](mailto:enquiries@hawley.group)**

### How we store your personal information



Your information is securely stored at our offices, third-party agencies, services providers, representatives and agents as described above.

Information is also stored on our computer systems (which adhere to Data Protection standards, please see our Information Security Policy). In the event that we use cloud based IT services, personal information may be transferred internationally to other countries around the world including companies that do not have data protection laws equivalent to those in the UK. We have security measures in place to seek to ensure that there is appropriate security for all the personal information we hold.

We keep any contact information you provide including name or company name and contact details for 6 years. We will then dispose your information by shredding and sending via confidential waste collection any paper copies of your information and by deleting any electronic records unless there is a longer retention period required for business purposes such as for accounting purposes.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to those who have a genuine business need to know it and those who are subject to a duty of confidentiality. We will notify you and any applicable regulator of any suspected or actual data breaches where we are legally required to.

### **Your data protection rights.**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [enquiries@hawley.group](mailto:enquiries@hawley.group) or Hawley Group, 2nd Floor, Parkview House, Brighouse, HD6 4AB if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [enquiries@hawley.group](mailto:enquiries@hawley.group)

By contacting our data protection officer Danielle Cocksedge on [danielle.cocksedge@nhs.net](mailto:danielle.cocksedge@nhs.net)

You can also complain to the ICO if you are unhappy with how we have used your data.

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>

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<b>Approved by:</b>	Andrew Hawley – Group MD
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