

Dakota Blue Consulting Privacy Policy

Dakota Blue Consulting Ltd are committed to protecting and respecting your privacy. This privacy policy sets out how Dakota Blue Consulting Ltd processes data supplied by you and how we protect any information that you give us.

Company Registration number:

Our address: Dakota Blue Consulting Ltd, Finn Farm Oast, Finn Farm Road, Ashford, Kent, TN23 3EX

Telephone: 01233 662651

The Company has a Data Protection Officer, Jackie Brooker, who can be contacted at dpo@dakotablueconsulting.com

What personal data we collect

When you visit or register your details on or via our Website you may be asked to provide certain information about yourself including your name and contact details. We may also collect information about your usage of our Website as well as information about you from messages you post to the Website and emails or letters you send to us.

Your information will assist us to better administer, support, improve and develop our business.

We may also collect personal information when you voluntarily complete requests for services, for example on our website, via a job application, CV's, or in person, for example on the phone, in an interview or in our office. We may also collect information on employees of our clients in the course of providing HR services.

We may also collect personal data about you from third parties such as our Clients, or service and system providers. We will always seek permission from the Data Owner to access this data and handle it in accordance with our privacy policy.

Why do we need your personal data

We collect personal data under the following circumstances:

- Via our website for marketing, keeping in contact, updating our clients and subscribers on relevant HR information
- where we need to perform the contract we have entered into with you
- where we need to comply with a legal obligation
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests

What we do with your personal data

The information you provide to us may be given to other parties who we use to provide support services. You will not be contacted by these parties directly unless you have given your express consent. Dakota Blue Consulting Ltd will, at all times, control and be responsible for the use of your information.

If the business and assets of Dakota Blue Consultants Ltd are sold or merged with a third party, we

may disclose your personal information to the protective buyer or merger partner.

We may disclose your information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions of business and other agreements; or to protect the rights, property or safety of Dakota Blue Consulting Ltd, our clients, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Where we store your personal data

The data we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (EEA). It may also be processed by staff operating outside the EEA who work for us or one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

How long do we keep your personal data

We will generally keep your personal data for an indefinite period of time, or in compliance with legal requirements, in order to enable us to provide you, or our clients, with our services. Your information will be kept with us until you notify us that you no longer wish to receive this information. You have the right to withdraw consent at any time.

Website cookies

Cookies are used on our website to make it work more smoothly and improve your experience as you use it. They also provide anonymised tracking data to third party applications like Google Analytics. To find out more about cookies and how you can control or delete these visit www.aboutcookies.org.uk

What are your rights

You have the right to request access, correction, deletion or restriction of transfer of your data. If at any point you believe the information we process on you is incorrect you can ask us to update or correct it.

If you wish to exercise any of these rights above, please email us at dpo@dakotablueconsulting.com You will not have to pay a fee for this service. Proof of your identity will be required for security purposes. Once we have received your notification to withdraw your consent for us to keep your data, we will no longer process your information for the purpose you originally agreed to, unless we are required to by law.

If you are unhappy with the response that you receive from us you have the right to complain to the Information Commissioner's Office (ICO). You can find further information about the ICO and their complaints procedure here: <https://ico.org.uk/concerns>