

## ***PRIVACY POLICY***

Tamar HR is committed to protecting and respecting your privacy.

This policy sets out how we will process your personal data, this includes when it has been provided by you, or when it has been provided by a third party e.g. a recruitment website, or your employer. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

By visiting [www.tamarhr.co.uk](http://www.tamarhr.co.uk) you are accepting and, where applicable, consenting to the practices described in this policy.

Topics:

### **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

We will collect and process the following data about you:

**Information you give us.** This is information about you that you give us by filling in forms on our site [www.tamarhr.co.uk](http://www.tamarhr.co.uk) or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site, subscribe to our service, complete our contact form and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number and personal and business description.

**Information we collect about you.** We collect certain information or data about you when you use [www.tamarhr.co.uk](http://www.tamarhr.co.uk).

- Questions, queries or feedback you leave, including your email address.
- Your email address and subscription preferences when you sign up to our email alerts, and how you use our emails – for example whether you open them and which links you click on.
- We use GoogleAnalytics to assist in collecting statistical data on the performance of our website, and to improve its functionality. This will collect your IP address, details of which version of web browser you used, information on how you use the site, including where you ‘clicked through’ from, date and time, length of visit, page interaction using cookies and page tagging techniques.
- To communicate with existing clients about HR updates.

This data can be viewed by authorised people within Tamar HR, and our marketing partners [www.actuatemarketing.co.uk](http://www.actuatemarketing.co.uk) and [www.designbyaltitude.com](http://www.designbyaltitude.com) to:

- Improve the site by monitoring how you use it, gather feedback to improve our services; for example our email alerts, respond to any feedback you send us, if you've asked us to, send email alerts to users who request them, provide you with information about local services if you want it.

**Information we receive from other sources.** There are some circumstances where your personal data will be provided by another Company or processor. This may include:

- 1) **Other websites** for example recruitment websites when you apply for a job. In this case these websites will have informed you, through their own privacy policies and terms of use, when they collected your data that they intended to share your data with third parties. The information supplied will be limited to that which you have given e.g. your CV/job application.
- 2) **Your employer**, if they have appointed Tamar HR to provide HR services, may share your personal and special category data with us. This may include your name, address, employment details, and in some circumstances sensitive data for example relating to your health or ethnic origin.
- 3) **Your previous employer**, if they have been asked to provide a reference for the purposes of your new employment, and with your prior consent. This may include your name, address, employment details, and in some circumstances sensitive data for example relating to your health e.g. sickness record.
- 4) **Occupational Health providers**, may share outcomes of Occupation Health meetings with us at the request of your employer and with your prior consent. This may include your name, address, employment details, and in some circumstances sensitive data for example relating to your health.

## HOW DO WE USE YOUR INFORMATION?

We use information held about you in the following ways:

**Information you give to us.** We will use this information:

- 1) to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, services that you request from us;
- 2) to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about;
- 3) to notify you about changes to our service;

**Information we collect about you.** The legitimate interests that we will rely upon to process this information are:

- 1) to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- 2) to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- 3) to allow you to participate in interactive features of our service, when you choose to do so;
- 4) as part of our efforts to keep our site safe and secure;
- 5) to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- 6) to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

**Information received from other sources.**

Where we have received your information from your employer, previous employer or recruitment website, we may process the information to:

- 1) to carry out our obligations in servicing a contract entered into between your current employer and Tamar HR in the context of your employment. We will process your personal and special category information to maintain your contract of employment as outlined by your employment contract.
- 2) Provide services to your employer specifically relating to your health including Occupational Health referrals.

**Search engine**

Our website search and decision notice search is powered by Textpattern. Search queries and results are logged anonymously to help us improve our website and search functionality. No user-specific data is collected by either Tamar HR or any third party.

**E-newsletter**

We use a third party provider, mailblast.co.uk, to deliver our monthly e-newsletters. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [Mailblast.co.uk/privacypolicy](http://Mailblast.co.uk/privacypolicy).

**WHO DO WE PASS YOUR INFORMATION TO?**

We may pass on your personal information if we have a legal obligation to do so, or if we must enforce or apply our terms of use and other agreements.

We won't share your information with any other organisations for marketing, market research or commercial purposes, and we don't pass on your details to other websites.

### CONTACTING TAMAR HR VIA SOCIAL MEDIA

We use a third party provider, Hootsuite.com to manage our social media interactions.

If you send us a private or direct message via social media the message will be stored by Hootsuite for twelve months. It will not be shared with any other organisations.

### WHERE WE STORE YOUR PERSONAL DATA

All information you provide to us is stored on our secure servers within the EEA.

We have robust procedures and security features compliant with the GDPR in place to keep your data secure once we receive it.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### AUTOMATED DECISION MAKING

We do not use automated decision-making including profiling.

### COOKIES

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. For detailed information on the cookies we use please see below.

## Category: Statistics (3)

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Statistic cookies help website owners to understand how visitors interact with websites by collecting and reporting information anonymously.

COOKIE NAME	PROVIDER	TYPE	EXPIRY
<b>_ga</b>	tamarhr.co.uk	HTTP	2 years

First found URL: <http://www.tamarhr.co.uk/>

Cookie purpose description: Registers a unique ID that is used to generate statistical data on how the visitor uses the website.

Initiator: Page source line number 19-25

Source: Inline script

Data is sent to: United States (adequate)

Prior consent enabled: **No**

<b>_gat</b>	tamarhr.co.uk	HTTP	Session
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First found URL: <http://www.tamarhr.co.uk/>

Cookie purpose description: Used by Google Analytics to throttle request rate

Initiator: Page source line number 19-25

Source: Inline script

Data is sent to: United States (adequate)

Prior consent enabled: **No**

<b>_gid</b>	tamarhr.co.uk	HTTP	Session
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First found URL: <http://www.tamarhr.co.uk/>

Cookie purpose description: Registers a unique ID that is used to generate statistical data on how the visitor uses the website.

Initiator: Page source line number 19-25

Source: Inline script

Data is sent to: United States (adequate)

Prior consent enabled: **No**

## Category: Marketing (1)

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Marketing cookies are used to track visitors across websites. The intention is to display ads that are relevant and engaging for the individual user and thereby more valuable for publishers and third party advertisers.

COOKIE NAME	PROVIDER	TYPE	EXPIRY
<b>collect</b>	google-analytics.com	Pixel	Session

First found URL: <http://www.tamarhr.co.uk/>

Cookie purpose description: Used to send data to Google Analytics about the visitor's device and behaviour. Tracks the visitor across devices and marketing channels.

Initiator: Inline script, page source line number 19-25

Source: [https://www.google-analytics.com/r/collect?v=1&\\_v=j67&a=1183761964&t=pageview&\\_s=1&dl=http%3A%2F%2Fwww.tamarhr.co.uk%2F&ul=en-us&de=UTF-8&dt=Tamar%20HR&sd=24-bit&sr=1024x768&vp=997x739&je=0&\\_u=IE8AAUAB~&jid=256687939&gjid=459154085&cid=603420575.1526983497&tid=UA-119538825-1&\\_gid=280551775.1526983497&\\_r=1>m=u4s&z=989828649](https://www.google-analytics.com/r/collect?v=1&_v=j67&a=1183761964&t=pageview&_s=1&dl=http%3A%2F%2Fwww.tamarhr.co.uk%2F&ul=en-us&de=UTF-8&dt=Tamar%20HR&sd=24-bit&sr=1024x768&vp=997x739&je=0&_u=IE8AAUAB~&jid=256687939&gjid=459154085&cid=603420575.1526983497&tid=UA-119538825-1&_gid=280551775.1526983497&_r=1>m=u4s&z=989828649)

Data is sent to: United States (adequate)

## HOW LONG DO WE HOLD YOUR DATA FOR?

We will only retain your data for as long as we deem reasonable for the purposes outlined above.

## HOW TO CONTACT US:

For the purpose of the General Data Protection Regulations (the **GDPR**), the data controller is Tamar HR of Mount Wise House, 1 Discovery Road, Plymouth PL1 4QU.

For any issues relating to this policy or to your personal data you can contact our Data Protection Officer Katie O'Brien who can be contacted at [info@tamarhr.co.uk](mailto:info@tamarhr.co.uk).

## MARKETING

We would like to keep in touch with you to send you information about updates to our services, changes in employment law practices and articles we feel may be of interest to you. If you aren't already a client, we will always seek your consent before doing so. If you have consented to receive marketing, you may opt out at a later date.

The GDPR also gives you the following rights:

- to access information held about you;
- to request the deletion or correction of information held about you;
- to object to or restrict the processing of information about you;
- to request that information about you be transferred to another person;
- to complain to the relevant supervisory authority. In the UK this is the Information Commissioner's Office (ICO) <https://ico.org.uk>

## THIRD PARTY SITES

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## CHANGES TO OUR PRIVACY POLICY

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

## COMPLAINT PROCEDURE

If you have any complaints in relation to how our business has processed your data or in relation to the exercise of your rights as detailed above you can in the first instance raise your concerns by contacting us as follows: [info@tamarhr.co.uk](mailto:info@tamarhr.co.uk), or by calling 01579 343700.

You may also contact the Information Commissioner's Office in relation to any such complaints  
<https://ico.org.uk/>

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF