



Boost HR UK Ltd Privacy Policy

Thank you for sharing your contact details with us. The following statement outlines why we need this information, how we store it and how we use it. If you have any questions relating to this policy, please contact us info@boosthr.co.uk

The type of personal information we collect. We currently collect and process personal identifiers, contacts and characteristics (for example, name, role, organisation and contact 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 because you are;

- a) Attending an event hosted by us and we need your details to be able to communicate with you about the event.
- b) Subscribing to a newsletter or other form of communication and we need your details to be able to fulfil this.
- c) Submitting a request through our website and we need your details in order to be able to reply to you.

In some situations, we may receive your personal information indirectly, from your colleagues or other connections, as they may have suggested you attend an event hosted by us and provided us with your contact details in order that we can communicate with you about the event.

We invite and encourage you to share your contact details with other attendees of our events so that you can continue to support each other between sessions. We will check with you before we share your contact details.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is your consent. You can remove your consent at any time. You can do this by contacting info@boosthr.co.uk

How we store your personal information. Your information is securely stored in our in-house systems which are backed up physically and in the cloud. We keep your contact details, updating them as you advise us to, until you request us to remove them.

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.

Boost HR UK Ltd

Registered in England and Wales Reg No 11559590

ICO Reference Number: ZA743149

Registered Address Boost HR UK Ltd, 12 Barden Road, Eastby, Skipton, North Yorkshire, BD23 6SN

[www.info@boosthr.co.uk](mailto:info@boosthr.co.uk) www.boosthr.co.uk

07566 228140

November 2023



- **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 info@boosthr.co.uk 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 info@boosthr.co.uk

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>

End.

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