

The Hub Consulting Limited t/a **The Hub** are committed to protecting and respecting your privacy. This policy sets out the basis on which any Personal Data collected when visiting our website.

What information we collect from you?

We will collect and process the following data about you:

Personal Data you give to us – This is the data you directly provide to us. You may do this by filling in forms on our website or by corresponding with us by phone, email or otherwise. The personal data you send to us may be stored and processed by The Hub.

The type of personal data we collect – This may include, but is not limited to:

Identifiable Data - Name, address, telephone number, mobile number and email address.

Employment related information – company, business contact information, CV and employment application.

Location – We may collect the country where you have visited our website.

Site Visits – We collect the total number of visits our website has received and the number of visits per web page.

Other data which we may notify you of from time to time.

Why do we collect this data?

We use the data in the following ways:

Personal Data you give to us and that we collect.

We process your Personal Data for the following reasons:

Based on our legitimate interest to:

- Inform you of our services through email, mail and telephone
- Send you information on promotional content
- Supply and improve and support the services we provide
- Keep our site safe and systems safe and secure
- Defend against or exercise legal claims and investigate complaints
- Understand the effectiveness of our marketing

Based on performance of our contract with you, or in order to take steps at your request to enter into a contract with you for example:

- In performing our obligations under our contract to which you are a party

Pursue our legal obligations

- Provision of products and services
- Data Protection
- Assisting law enforcement
- Any other legal obligations placed on us from time to time

We may also process data on the basis of your consent or explicit consent.

We may inform you of additional purposes for processing your personal data when it is being collected from you.

How long do we keep hold of your personal data?

We only store your personal data for as long as is required for the purposes in which it was collected.

Who might we share your personal data with?

We will share your personal data with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

How your data is stored and kept secure?

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Furthermore we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know.

What are your rights?

- The right to be informed about our collection and use of your personal data
- The right of access to the personal data we hold about you
- The right to rectification if any personal data we hold about you is inaccurate or incomplete
- The right to be forgotten allowing us to delete or remove personal data we hold about you
- The right to restrict the processing of your personal data
- The right to data portability
- The right to object to us using your personal data for a particular purpose

Should you have any issues or concerns in relation to your personal data or wish to notify us that the data is inaccurate, please let us know by contacting us using the below contact details.

You can exercise the above rights any time by contact the DPO. The DPO can be contacted in the following ways:

Post: DPO, The Hub Limited, 48a Heming Road, Redditch, Worcestershire B98 0EA

Email: dpo@thehublimited.co.uk

If you feel that your data has not been handled correctly or are unhappy with our response to your requests you have made regarding the use of your personal data, you have the right at any time to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection.

Changes to this privacy notice

We may update this privacy notice at any time, when we do, we will provide you with a new privacy notice when we make any substantial updates.

Definitions

Personal Data – Any information relating to an identifiable person who can be directly or indirectly identified, in particular by reference to an identifier such as name, an identification number, location data or an online identifier.