



## **Privacy Statement**

This privacy policy explains how Worksmart HR uses personal information we collect about you when you use this website. By using this site and communicating with Worksmart HR, you agree with the terms of this Privacy Policy and consent to the collection, use, disclosure and transfer of your personal information as set out in this Privacy Policy.

### **What information do we collect about you?**

We collect information about you in order to understand your needs and provide you with a better service. We gather information about you when you contact us regarding our services.

Website usage information is collected using 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.

You can set your browser not to accept cookies. However, please note that in a few cases some of our website features may not function as a result.

### **How we use the information about you**

We may use the information we collect about you for:

- improving the content of this website
- customising this site to your preferences
- communicating information to you (if you have requested it)
  - improving our marketing and research
- any purpose for which you provided the information

We may disclose your personal information to our associates, consultants and sub-contractors who assist us in running our business, (including this website), and who are subject to appropriate security and confidentiality obligations.

Worksmart HR will not share your information for marketing purposes with any third parties.

## **Marketing**

Worksmart HR may, from time to time, like to send you information about events and services that we provide which may be of interest to you, however we will only do this if you have explicitly consented to receive marketing communications. You have the right to stop us from contacting you for marketing purposes or to request the removal of your personally identifying information from our systems at any time.

Should you no longer wish to be contacted for marketing purposes please contact us at [jdedman@worksmarthr.co.uk](mailto:jdedman@worksmarthr.co.uk)

## **Access to your information and correction**

You have the right to request a copy of the information that we hold about you – please email or write to us at the address below if you would like a copy of some or all of the personal information stored by us (we may make a small charge for this service).

We want to ensure that your personal information is accurate and up to date. Please do not hesitate to ask us to correct or remove any information you think is inaccurate by contacting us at the address below.

## **Security**

We are committed to ensuring that your information is secure and will take appropriate measures to keep your information confidential and secure in accordance with our internal procedures and industry best practices covering the storage, access and disclosure of information.

Please note that email and other internet communications should not be considered secure. If you choose to send any confidential information to us by such means you do so at your own risk with the knowledge that a third party may intercept this information before it gets to us and we do not accept any responsibility for the security or integrity of such information.

## **Other websites**

Our website may contain links to other websites. This privacy policy only applies to our website only – please be aware when you visit other websites different privacy policies apply.

## **Changes to our privacy policy**

We review our privacy policy regularly. Any updates or changes will be put on this webpage. Our privacy policy was last updated on 17 June 2020.

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

- By email at [jdedman@worksmarthr.co.uk](mailto:jdedman@worksmarthr.co.uk)