﻿

## Kittyhawk HR Consulting Ltd customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

## Our contact details

### Post

Kittyhawk HR Consulting Ltd

Registered Address:

71-75 Shelton Street, Covent Garden, London, WC2H 9JQ

### Email

graham.holden@kittyhawkhrconsultingltd.co.uk

## What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

* Names and contact details
* Addresses

We collect or use the following information for **service updates or marketing purposes**:

* Names and contact details
* Addresses

We collect or use the following information for **research or archiving purposes**:

* Names and contact details
* Addresses

We collect or use the following information to **comply with legal requirements**:

* Financial transaction information

## Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

* Consent
* Contract

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

* Consent
* Contract

Our lawful bases for collecting or using personal information for **research or archiving purposes** are:

* Consent
* Contract

Our lawful bases for collecting or using personal information for **legal requirements** are:

* Consent
* Contract

## Where we get personal information from

* People directly

## How long we keep information

### Retention

We retain contacts only for the length of time necessary to handle the contact plus any regulatory requirements that are applicable.

If you would like to exercise any of your rights then you can do so by contacting us. Please be aware that whilst we will try to accommodate any request you make in respect of your rights they are not absolute rights. This means that we may have to refuse your request or may only be able to comply with it in part.

## Who we share information with

### Other organisations

* Financial or fraud investigation authorities
* Relevant regulatory authorities
* External auditors or inspectors
* Warranty and guarantee providers
* Organisations we’re legally obliged to share personal information with
* Publicly on our website, social media or other marketing and information media (where appropriate)

## 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 data.

**Your right to rectification** - You have the right to ask us to rectify personal data 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 data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don’t usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

### How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we’ve used your data after raising a complaint with us, you can also complain to the ICO.

The ICO’s address:

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

Helpline number: 0303 123 1113

Website: [https://www.ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint/)

## Last updated

22 April 2024