



STERN CONSULTANCY LTD - PRIVACY POLICY

Introduction

Stern Consultancy Ltd ("Stern", "we", "us", "our") respects your privacy and is committed to protecting your personal data. This privacy policy (the "Policy") sets out how we look after your personal data when:

- you visit our website <http://www.sternconsultants.co.uk> (the "Website");
- when you make an enquiry regarding our services; or
- when you purchase services from us;

This Policy also informs you about your privacy rights and how the law protects you.

It is important that you read this Policy before we collect or process your personal data so that you are fully aware of how and why we are using your personal data.

Who Are We?

Stern is a company registered in England and Wales with company number 04291707, whose registered address is at Regency House, 61a Walton Street, Walton-On-The-Hill, Surrey, United Kingdom, KT20 7RZ

For the purposes of data protection laws, Stern is the data controller and/or data processor and is responsible for your personal data.

Changes to this Policy

Amendments and updates to this Policy may be made from time to time. Any revisions will be posted on the Website and where appropriate notified to you by email, so you will always be aware of what personal data we collect and how we use that personal data. Please review the Website regularly so that you are aware of any changes.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Personal Data

Personal data, means any information about you, as an individual, from which you can be identified. It does not include data where the identity has been removed (anonymised data).

We will collect personal data from you when you:

- E-mail or telephone us with an enquiry about our services;
- Enter into a contract with us where we will provide you with services;
- Engage with us through social media.

This personal data may include your title, first name, surname, date of birth, email address, telephone number, home address, passwords, bank details, NI number, pension details, medical information.

We may also collect information through your use and browsing of our Website including the internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our Website

.Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you. In this case, we may have to cancel a service you have with us, but we will notify you if this is the case at the time.

Processing of Personal Data

We will only use your personal data when the law allows us to and in accordance with the purpose for which it was collected. Most commonly, we will use your personal data in the following circumstances:

- Performing our obligations under the contract we are about to, or have entered into with you;
- for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- to comply with a legal or regulatory obligation;
- where you have explicitly provided your consent.

We may use your personal data in providing and for administration of the services that you have requested and/or to respond to your queries. Where you don't provide us with certain information, we may be unable to provide you with the services requested.

We may also use your personal data to:

- meet our legal obligations;
- deal with any complaints;
- enforce our terms and conditions;
- for security purposes;
- improve our Website;
- improve our solutions and services;
- general marketing purposes.

We will not do any of the above where our interests are outweighed by your interests, rights and freedoms.

Purposes for which we will use your personal data

We plan to use your personal data to:

- Respond to enquiries about our services;
- Carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;

Please note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

Change of purpose

If we need to use your personal data for a purpose unrelated to the original purpose we collected your personal data for, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with this Policy where this is required or permitted by law.

Disclosures of Your Personal Data

We may have to share your personal data in the following circumstances:

- With our business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;

- Advertisers and advertising networks that require data to select and serve relevant adverts to you and others;
- Analytics and search engine providers that assist us in the improvement and optimisation of our Website;
- Credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you;
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets.

Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this Policy.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Marketing

You can ask us to stop sending you marketing messages at any time by following the opt-out links on any marketing message sent to you or by contacting us at any time at info@sternconsultants.co.uk.

Data Security

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. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data Retention

By law we have to keep basic information about our customers (including first name, surname, username, date of birth, gender, title, marital status, address, email address, and telephone number) for six years after you cease being customers for tax purposes.

Data Storage

Personal data you provide to Stern is stored on our servers and third party servers. We take measures to ensure that any third parties hosting our Website and other services have adequate security measures in place to protect personal data.

Recruitment

As part of our recruitment processes, where you:

- Upload your curriculum vitae for a vacancy;
- Complete an application form; or
- Apply through a recruitment agent appointed by us.

We will collect personal data including your name, your home address, email address and telephone number, your employment details (including the name of your current employer, job role, work email address, work telephone number and work postal address), and your education and qualification details.

In this situation we will use your personal data to:

- Assess your skills, qualifications, and suitability for advertised role;
- Carry out background and reference checks;
- Assess your right to work in the UK;
- Communicate with you about the recruitment process;
- Keep records related to our hiring or recruitment processes;
- Carry out data analytics including the profiles of those applying for roles with us;
- Comply with legal or regulatory requirements;
- Send you job alerts where you have opted to receive them.

We may need to disclose your personal data for recruitment purposes to Recruiters or reference checking agencies, portfolio companies, group companies, HMRC, Pension regulator.

International Transfers

Your personal data may be used, processed or stored anywhere in the world, including countries outside the European Economic Area ("EEA"). We will only transfer your personal data outside the EEA where the organisation receiving the personal data has provided adequate safeguards.

Your Legal Rights

You have the right to:

- Request access to your personal data ("data subject access request").
- Request correction of personal data that we hold about you.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing of your personal data.
- Request the transfer of your personal data to you or to a third party.
- Withdraw consent at any time where we are relying on consent to process your personal data.
- Make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

We would appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

You will not have to pay a fee to access your personal data. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information or further information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

We try to respond to all legitimate requests within 30 days. Occasionally it may take us longer if your request is particularly complicated or a number of requests have been made. In this case, we will notify you and keep you updated.

Third Party Websites

Our Website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our Website may become inaccessible or not function properly.