

PRIVACY POLICY

This policy explains the information we collect about you, what we use the information for and the steps we take to ensure your information is kept secure and confidential. Please read the policy as you will be deemed to have accepted its contents if you contract with us for the provision of our services and if you visit our website at www.AspireHrLtd.co.uk.

If you have any questions about the policy, please email info@aspirehr ltd.co.uk.

Information we collect

As an integral part of our service to our clients we will have access to and retain certain personal information about you, your team and your business. We will only access and retain such information as is necessary to deliver the business service we have agreed with you to provide.

When you request a download from one of our web links or use pop up box to receive HR Top Tips, we collect your personal details, including your email address. This is necessary to provide you with the information you have requested. When you sign up there will be a clear declaration of what you are consenting to. If you make an enquiry via our website contact pages, there is an option to opt in to receiving our news, event information and service updates.

We may collect contact details when we attend business events or as members of business clubs and associations. In each case your contact details will be collected only with your permission, for example if you personally give us a business card containing your contact information or if you publicly share in a chat field at a virtual meeting. Details collected in this way will be used for the relevant business purpose intended as part of networking.

We may from time to time collect contact details from third parties for whom we work as Associates or subcontractors to deliver a service. In such situations, those details are only retained for the purposes of delivering the service and are not retained by us. We will also be working to the data and privacy policy of the company we are contracted to.

We collect information about your visit to our website. Our website makes use of Cookies (Cookies are small files stored on your computer). Cookies provide information regarding the computer used by a visitor. We may use cookies where appropriate to gather information about your computer in order to assist us in improving our website.

We may gather information about your general internet use by using the cookie. Where used, these cookies are downloaded to your computer and stored on the computer's hard drive. Such information will not identify you personally; it is statistical data which does not identify any personal details.

How we use the information

We use your contact details to fulfil specific requests you make of us, for example to send you an article or white paper, to provide an online service or to make contact to discuss a service.

We use your contact information to send you our newsletters and other updates which we think may be of interest to you – where you have opted in for this service. On our website www.AspireHRLtd.co.uk if you tick the box to opt in you will receive these updates until such time as you elect to 'unsubscribe'. The 'unsubscribe' option is available on every marketing communication we send to your email address. If you sign up for our HR Top Tips you will receive these on a regular basis to the email address provided until such time as you elect to 'unsubscribe'.

We never sell on any contact details to third parties.

We do not pass your information to any third party other than:

- those contracted to help us in sending out our newsletters, and updates.
- associates, sub-contractors and other individuals or organisations where we deem it necessary for legitimate business purposes and for the provision of the services we have agreed with you to provide

In such circumstances, we provide selected personal information only, limited to what is required to carry out the service.

We may also use and analysis the information referred to in this policy to generate internal reports and insights. We use information to understand and improve the service we are providing and to personalise our website and the services we offer.

Information Security

We endeavour to keep your information secure. Your personal details, such as your email address, may be stored and used outside the UK and the European Union when we make use of third party services such as for email communication, surveys and data processing. We may also access and use personal information to provide services to you when we are travelling, including outside the UK and EU. You should be aware that some countries have different data protection and information access policies to the UK and the EU.

We use third party business applications in which your contact details may be stored. These include:

- Microsoft 365 for email, cloud storage and standard office applications , We protect our email and systems with firewalls and antivirus applications
- Keap (by Infusionsoft) for sending our newsletters and other email communications
- Podia for online courses and resources
- Xero for online bookkeeping including invoicing of clients

From time to time Aspire HR Ltd may offer services (accessed online) that require the use of a username, password and/or other identification information. These details should be kept confidential by you and should not be disclosed to or shared with anyone.

Where you do disclose any of these details, you are solely responsible for all activities undertaken. To enhance your security, we request you choose a strong password – combining upper and lower case letters, numerals and punctuation signs.

The Aspire HR Ltd website may contain links to third party websites. These third-party websites are not covered by this Privacy Policy. You are advised to check the Privacy policy of any website you are visiting.

Whilst we endeavour to keep your information secure we can't guarantee its security. By using our website you accept the risks of providing your personal information online and will not hold us responsible for any breach of security or the consequences of any such breach.

Disclosure

In addition to the use of your information as described above we may under certain circumstances be required to disclose your information. These circumstances include:

- Being required to by law
- In connection with legal proceedings
- Being required to do so by a Government or law enforcement agency

Information requests

Under data protection legislation you have the right to request a copy of the personal information we hold about you (a 'service access request'), to have any inaccuracies corrected and to request that we delete all personal data we hold about you.

We will use reasonable efforts to rectify any inaccuracies in our records and delete your personal data if you so request us.

This Privacy Policy may be changed from time to time. Any changes will be contained within this document and become effective on the Effective Date at the foot of the document. It is your responsibility to check this page for updates and changes.

If you have any questions about the policy, please email info@aspirehr ltd.co.uk.