

PRIVACY NOTICE

GDPR - Bauer Consultants Ltd

PRIVACY NOTICE

This privacy notice is to let you know what personal information Bauer Consultants Ltd holds, how it is looked after, the reason for requiring the information, what is done with it and how long is it kept for, when providing service to you.

Bauer Consultants Ltd (BCL) operates in the United Kingdom and internationally, directly and through subsidiary and affiliate entities.

SCOPE OF THIS PRIVACY NOTICE

When processing your personal information, we act as controllers and may cooperate with third party processors in meeting our compliance obligation under law. We may pass your personal data on to our service providers in the course of our work with you. Our service providers are obliged to keep your details securely and use them only to fulfil the service they provide you on our behalf. Once your service need has been satisfied, or the matter has been closed, they will dispose of the details in line with our procedures.

INFORMATION WE MAY HOLD ABOUT YOU

Personal information is information that identifies you as an individual or relates to an identifiable individual.

We may collect your personal information in the following ways:

- You may provide your Personal Information directly to us for the purpose of contract
- You may provide your Personal Information directly to us with your consent
- Our service providers may provide your Personal Information directly to us with your consent because you require our services
- For Bauer Consultants employees and contractors

What data do we collect?

We collect the data we need to verify who you say you are, to confirm the qualifications you have on your CV are correct and collect all the information we require to register you for payroll, travel, taxation and pension arrangements and to pay you your salary. We will also keep records of your contractual arrangements and any other employment documents that we are required to keep or need for us to comply with employment legislation

Do we share your data with anyone outside of BCL..?

We outsource our pension to a third party. They will have access to your name, National Insurance Number, your tax code and salary and pension arrangements. They need this to pay you and to make sure your tax and pension payments are made correctly. We also share your name and bank account details with our bank, so they can transfer money to your bank account. Finally, we share your name and other basic information with our benefits providers, so that you can receive employee benefits

What is the legal basis for keeping my data?

We keep your data to comply with employment legislation and to make sure that we can pay you
What would happen if I refused to give you this data? In this case we would not be able to comply with employment legislation or pay you. This means we would not be able to employ you.

Who has access to my records? Once you have been employed, only the HR team and your manager

How long will my records be kept for once I leave Bauer Consultants..? 6 years

For newsletter distribution

What data do we collect?

- We collect your name, email address and the name of the organisation you represent

Do we share your data with anyone outside of BCL.?

- Mailchimp and/or Dotmailer

What is the legal basis for keeping my data?

- Informed consent. You will be asked to confirm your willingness to accept your inclusion on the Newsletter distribution and to receive further information from BCL

What would happen if I refused to give you this data?

- We will not be able to send you the BCL Newsletter or provide you with information on our services or training.

Who has access to my records?

- BCL staff involved in the distribution of the newsletter.

How long will my records be kept for once I withdraw my consent?

- You may withdraw your consent at any time. This will mean you will not receive any further newsletters.
- Any information we hold on you will be removed from the BCL contacts database immediately.

LEGAL BASIS FOR PROCESSING

We are required to have a legal basis to process your personal information. The legal basis will be one of the following:

- for the purpose of contract with you to comply with our obligations under the contract
- for the intention of contract on your behalf and we need to process your personal data to do what you ask
- you give consent to collect and use the data for the purposes described in this notice. You may withdraw your consent at any time by contacting us using the details at the end of this privacy notice
- we believe you have legitimate interest in our services

MARKETING

We may use your personal information to tell you about relevant products and offers relating to your Bauer Consultants interactions and access. This is what we mean when we talk about 'marketing'.

We can only use your personal information to send you marketing messages if we have either your consent or a 'legitimate interest'. That is when we have a business or commercial reason to use your information to contact you, and it must not unfairly go against what is right and best for you.

You can ask us to stop sending you marketing messages by contacting us at any time. For more information on the appropriate safeguards, please contact us at the details provided under the contact us section at the bottom of this document.

PERSONAL DATA

To the best of our ability, we aim to ensure that any personal data we hold is accurate, up to date and correct. We need your help with this; if you don't tell us something has changed, we won't know, so please keep us informed.

If we receive a request from you to amend the records, we will take reasonable steps to satisfy ourselves that the data is accurate and to rectify the data if necessary. Should you wish to contact us see our contact details in last page of this document.

COOKIES

What Are Cookies?

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Cookies are a way for websites to store and retrieve very small text information on a web browser. These are designed to improve your online experience by keeping track of users as they view pages and allow a website to remember your actions and preferences. There are various types of cookies although they all work in the same way but have minor differences.

Most web browsers allow some control of most cookies through the browser settings. You can usually find these settings in the Options or Preferences menu of your browser.

Cookies we use do not allow us to identify you personally.

You can find out more information about the individual cookies we use and the purpose of each of them in the table below:

If you do not wish to accept cookies, you are able to decline them by altering the settings in your browser. All browsers are different, but the 'Help' section of your browser should explain what you need to do. You can access your browser's help section by pressing the 'F1' key while browsing.

If you do choose to block all cookies (including essential cookies) using your browser's settings, you may not be able to access all or parts of our site.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org. To opt out of being tracked by Google Analytics across all websites, visit <http://tools.google.com/dlpage/gaoptout>.

CROSS-BORDER TRANSFER

Your personal information may be transferred to, stored, and processed in countries internationally. We have put in place appropriate safeguards, such as contractual agreements in accordance with applicable legal requirements to ensure your data is adequately protected.

SECURITY AND RETENTION

We are committed to keeping your personal information secure. We use physical, technical, and operational procedures intended to safeguard and secure the information we collect. Data processors working with us are required to be equally compliant.

We have a Retention Policy and schedule which identifies how long each aspect of your data should be kept for, with a legal, regulatory, and justifiable business needs. We do not keep data for any longer than is required.

We keep our Privacy Notice under regular review, and we will place any updates on the Crown Agents Website. The notice was last updated in April 2022.

CONTACT US

GDPR gives you the right to access information held about you. Your right of access can be exercised in accordance with the regulation. Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

For the above or if you have any questions or comments regarding this privacy notice, please contact our Data Integrity Officer at eran@bauer-consultants.com or alternatively you can write to us,

Data Integrity Officer - Mr Eran N Bauer - Director

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