

Privacy and Cookie Policy

Background:

Talent for Growth Limited understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all our clients who avail themselves of our services. We will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Information About Us

Talent for Growth Limited is a limited company registered in England and Wales under Company No. 5946461. VAT No. 895 7319 66

Registered Address: 2 The Close, Stuckton, Fordingbridge. SP6 2HJ

We can be contacted at:

Email address: office@talentforgrowth.com

Telephone number: +44 (0)1647 277 709

Mailing Address: 2 The Close, Stuckton, Fordingbridge. SP6 2HJ

What does this Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in this Notice.

What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

The right to be informed about our or collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details at the end of this Notice.

The right to access the personal data we hold about you.

The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.

The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have.

The right to restrict (i.e. prevent) the processing of your personal data.

The right to object to us using your personal data for a particular purpose or purposes.

The right to data portability. This means that you can ask us for a copy of your personal data held by us to re-use with another service or business in many cases.

Rights relating to automated decision-making and profiling. Below we explain more about how we use your personal data, including automated decision-making and profiling.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided at the end of this Notice.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau. If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.



What Personal Data Do We Collect?

We may collect some, or all, of the following personal data (this may vary according to your relationship with us):

Name
Date of birth;
Gender;
Address;
Email address;
Telephone number;
Business name;
Job title;
Profession;
Payment information;
Information about your preferences and interests

How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Supplying our products and/or services to you. Your personal details are required in order for us to enter into a contract with you.
- Personalising and tailoring our products and/or services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email and/or post that you have opted-in to (you may unsubscribe or opt-out at any time by using the unsubscribe link), or contact us at enquiries@talentforgrowth.co.uk

With your permission, and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email or post with information, news, and offers on our products and/or services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.



Where we use any automated system for carrying out certain kinds of decision-making and/or profiling the personal data is kept secure and only used to provide structured feedback reports to the individual who has consented to use the on-line tool. If at any point you wish to query any action that we take on the basis of this, please contact us to find out more using the details at the end of this Notice.

Cookie Policy

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a site. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser.

We use a third-party service, Google Analytic Cookies, to collect standard internet log information. It is important for us to understand how you use Our Site, e.g. how efficiently you are able to navigate around it, and what features you use. Analytic Cookies enable us to gather this information, helping us to improve Our Site and your experience of it.

How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected and to comply with applicable laws. Your personal data will therefore be kept securely for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

We have to retain basic information about our clients (including Contact, Identity, Financial and Transaction Data) for seven (7) years after they cease being customers for tax purposes.

Contractual records will be stored for six (6) years.

Emails will be stored based on the relationship we have with you unless you specifically advise us you wish them to be deleted.



How and Where Do You Store or Transfer My Personal Data?

The security of your personal data is essential to us and we take all necessary steps to respect your privacy and ensure that the information you provide to us is secure. To achieve this, we have put in place the necessary procedures and only use systems that meet GDPR requirements around safeguarding and securing information.

Where we use providers based in the US, who are not part of the European Economic Area (EEA), we may store or transfer some or all of your personal data to them if they are part of the EU-US Privacy Shield which requires them to provide similar protection to personal data to ensure it is treated just as safely and securely as it would be within the UK and under the GDPR. For further details, see [European Commission: EU-US Privacy Shield](#).

When you contact us using our contact form(s), you will be voluntarily providing us with your personal information. The information you enter in any contact form is encrypted, as you can see from the padlock icon in the address bar of your browser and is sent to us by email.

Do You Share My Personal Data?

We will not share, sell, trade, or transfer any of your personal data with any third parties. This does not include website hosting partners and other parties who assist us in operating our website, conducting our business, or serving our users, so long as those parties are GDPR compliant.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.

Links to other Websites?

Our website may contain links to other websites of interest. Please be aware, if you use a link, that we have no control over the contents of those sites or resources, as its content and security are controlled by the website's owner. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Privacy Notice. You should take cautionary steps and view the privacy statement applicable to the website in question.

How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown at the end of this Notice. There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within fourteen (14) days in any case, and not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Email address: office@talentforgrowth.co.uk

Telephone number: +44 (0)1647 277 709



Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available by notification to you to ensure you are happy with the changes. This Notice is effective from 16th January 2023.