

# The Horsey HR Lady Limited

## Privacy Policy

### Our contact details

Name: Emma Smith

Address: The Hall, Priory Hill, Rugby Road, Wolston, CV8 3FZ

Phone Number: 02477717049

E-mail: emma@thehorseyhrlady.co.uk

### The type of personal information we collect

We currently collect and process the following information:

- Name, Address (where provided), email address, phone number
- IP address

### How do we get personal information and why do we have it?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To subscribe to the newsletter
- To book a meeting with me
- To receive a quote for my services
- To become a client

We also receive personal information indirectly, from the following sources in the following scenarios:

- Facebook – when you like or DM the page
- Twitter – when you re-tweet or DM the page
- LinkedIn – when you connect with me or follow the business page
- Business Buzz progressive web application - when you book a ticket within Leicestershire or Warwickshire for an event
- Public-facing websites like the riding school list from the British Horse Society
- Mailchimp – the software that powers my newsletter

We use the information that you have given us in order to provide services to you, to send the newsletter, to improve the website, to send information to you about Business Buzz (who also have their own privacy policy), to discuss services with you and to market services to you.

Limited information is shared with the companies listed above.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Emma Smith

(b) We have a legitimate interest.

### How we store your personal information

Your information is securely stored.

We keep personal information for up to six months after the last contact with you. We will then dispose your information by using a secure electronic shredder or sending paper copies to secure destruction.

### 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 information.

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

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

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

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

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at using the address details at the start of this document if you wish to make a request.

### How to complain

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

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>