



PRIVACY POLICY

Ibanheads Ltd is committed to protecting your privacy by ensuring that any personal data collected by us, is used lawfully and transparently.

Ibanheads Ltd specialises in the provision of HR and Recruitment Consultancy services to businesses within the UK.

At Ibanheads Ltd we take data protection very seriously and are bound by all applicable data protection laws in respect of the handling, processing and collection of data. All employees are fully trained to ensure that the data is processed in line with the General Data Protection

We will not disclose personal data for any purpose other than what the data was originally collected for; unless there is an overriding legal basis that enables this processing.

We may collect, hold, use and disclose the information collected to compile statistical data and to maintain our database; to develop or improve our website; respond to any queries; notify you of any upcoming marketing, training or other events that we think may be of interest to you; provide you with publications; manage quality control and compliance issues; manage systems administration; provide you or your organisation with advice; notify you about important changes or developments to our services; contact you for your views on our services or to determine the suitability for employment.

Data Sharing

Personal data will only be disclosed on a confidential basis to external service providers so that they can provide services such as financial, technological or administrative assistance. When we share data with an external third party; these operations are governed by a Data Processing Agreement (DPA) and we perform regular due diligence on any external companies we work with to ensure that high levels of data integrity are maintained.

Where necessary, we may need to share data with external organisations such as law enforcement, regulatory bodies, fraud prevention agencies, partners or advisors. Before any data is shared, we ensure that all technical and organisational controls are firmly in place and a data protection impact assessment is undertaken, where applicable, if the sharing or transfer is considered high risk.

We do not sell your data to any third parties.

Data Retention

Ibanheads Ltd will only keep your data for as long as necessary unless there is an overriding legal ground. We will not retain data if it is deemed unlawful to do so. Data may be held for purposes relating to the establishment, exercise or defence of legal claims which the group or our clients may face. Where we represent you in any legal case, we retain the data for seven years from the conclusion of the litigation case. We will also typically keep data concerning your account for at least seven years from the date you end your contract with us. Some data may be deleted before this time period depending on the category of that data in line with our commercial legitimate interests and retention schedule.

Personal data that is no longer necessary is deleted securely.

As an organisation we do not operate any automated decision-making systems. Please be aware that the rights listed in this section only apply to individuals and cannot be used to request data relating to business entities. Please be aware that your rights of access do not entitle you to physical or digital copies of any documentation we hold.

QUERIES

We are happy to assist with any queries and can be contacted at

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Welshmapton
SY12 0PH
Ibanheads@gmail.com

ADDITIONAL INFORMATION

This version was last updated and reviewed October 2020

We regularly review and monitor regulatory guidance for any industry changes which may impact our business operations or your rights and freedoms.