

Privacy Policy

How and why will you use my personal information?

When you provide your personal information to Brankin Consultants (such as name, address, phone number, company name, email address) we will not give or sell any personal information to any outside company for its use in marketing or solicitation.

As your provider of HR and/or administrative support, we will maintain the confidentiality of your personal information and that of your employees. This personal information will be used only to support your customer relationship with Brankin Consultants and enable us to deliver the services that we are contracted to provide; it will never be passed or sold to third party organisations for use in marketing or solicitation. Under General Data Protection Regulations, this means that the data is being processed in your and our legitimate interests and/or to fulfil a contract. Data is retained for the duration of the time that Brankin Consultants provides services to your organisation, however specific data relating to individual employee cases is routinely deleted securely after the time period for making a legal claim has elapsed.

All exchanges between you and Brankin Consultants will remain confidential with no personally identifiable information being sold or provided to any third party. This includes IP addresses and other information (browser, platform, referral URL etc.) contained in web server logs; e-mail addresses contained in messages sent to us; financial information; names, addresses, telephone numbers, or other personal data such as sensitive data or employment records.

Additionally, internal practices help protect your privacy by limiting our employee access to and use of customer data. For example, data is held securely on password protected systems and paper or electronic files are destroyed securely after use. We ensure that any employees or contractors delivering services on our behalf are familiar with our privacy policy.

Data processing: handling my employees' personal data

Where you are providing your employees' personal data (for example for completion of employment contracts or advice on HR issues), it is your responsibility to ensure you have first communicated to your employees that their information will be passed to your HR support provider (for example through reference in the privacy notice you provide to your employees). In this respect, Brankin Consultants acts as a Data Processor, whereas your organisation remains the Data Controller.

Our website

If at any time the Brankin Consultants website contains links to other sites, Brankin Consultants is not responsible for the privacy practices or the content of such websites. Brankin Consultants will also respect any requests for anonymity when disclosing interesting news or information. If we decide to change our privacy policy, we will post those changes on this page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it. If you have any questions or concerns in this area we are happy to respond personally to you.

BRANKIN CONSULTANTS

Integrity, Logic, Excellence

Where you have provided a testimonial or case study for our website, we will only display these if you have provided your consent. You may withdraw your consent for your testimonial to be displayed at any point, or choose to display it anonymously, by contacting admin@brankinconsultants.co.uk.

By entering your personal data into the “Contact Us” form, you are giving your consent for us to contact you using this information. You may withdraw your consent at any time, either by contacting admin@brankinconsultants.co.uk.

What other rights do I have?

You have a right under General Data Protection Regulations to ask what information we hold about you. Such requests are usually handled within 30 days and if a complex request requires a longer time period, we will notify you of the timescale.

You have a right to be forgotten, which means that you can request for your personal data held by Brankin Consultants to be erased at any point. If you do this, we will advise you of any implications this may have on the services we provide to you.

Any questions or concerns

If you have any queries about this policy or any concerns about how your personal information is being handled, please contact admin@brankinconsultants.co.uk. If you are not happy with how your concerns are handled, you can contact the Information Commissioner’s Office.