



PRIVACY NOTICE — HOWE HR DORSET

Who We Are

Howe HR Dorset provides independent HR consultancy services to businesses throughout the UK.

For personal data relating to our own business contacts, enquiries and administration, Howe HR Dorset will generally act as the data controller.

When handling personal data about a client's employees, workers or job applicants solely to provide HR services on the client's instructions, Howe HR Dorset may act as a data processor and the client will generally remain the data controller.

Personal Data We May Collect

Depending on the nature of our relationship and the HR support being provided, we may process:

- Names and contact details
- Business and employment information
- Email addresses and telephone numbers
- Information supplied through enquiries and correspondence
- Invoice and payment information
- Employee or applicant information supplied by clients for HR purposes
- Where necessary for the HR service being provided, information concerning matters such as absence, health, disciplinary or grievance issues and other sensitive employment information

We ask clients to provide only the personal information reasonably necessary for us to deliver the agreed HR support.

How We Obtain Personal Data

We may receive personal data directly from you, through our website or correspondence, or from a client when they ask us to assist with an HR matter involving their employees, workers or applicants.

This addition matters because ICO guidance expects privacy information to explain the source of data where it wasn't obtained directly from the individual.

Why We Process Personal Data

We may process personal data to:

- Respond to enquiries
- Provide agreed HR consultancy services
- Manage client relationships
- Prepare and maintain appropriate HR documentation
- Administer contracts and engagements
- Issue and manage invoices and payments
- Maintain appropriate business records
- Comply with legal and regulatory obligations
- Establish, exercise or defend legal claims where necessary

Lawful Basis

Depending on the circumstances, processing may be based on:

- Performance of a contract or steps taken before entering into a contract
- Legitimate interests in operating and administering Howe HR Dorset and providing professional HR services
- Compliance with legal obligations

Where special-category personal data is processed, an appropriate additional legal condition will also be identified where required.

That last sentence is important because ordinary Article 6 lawful bases aren't, by themselves, the whole story for special-category data.

Sharing Personal Data

We do not sell personal data.

Where necessary, information may be shared with trusted service providers and professional advisers who support our business, such as IT/software providers and

accountants, or with regulators, courts, government bodies or other authorities where required or permitted by law.

Where we process information on behalf of a client, information may also be handled in accordance with that client's lawful instructions.

International Transfers

If a service provider processes personal data outside the UK, appropriate safeguards will be used where required by data-protection law.

This is another item the ICO expects privacy information to address where applicable.

Data Retention

Personal data will be retained only for as long as reasonably necessary for the purpose for which it was collected, including satisfying legal, accounting and professional requirements and dealing with potential disputes.

Where Howe HR Dorset processes employee information on behalf of a client, retention may also be governed by the client's instructions and the terms of the engagement.

Data Security

We take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

Your Rights

Depending on the circumstances and lawful basis being relied upon, individuals may have rights including:

- Access to their personal data
- Correction of inaccurate information
- Erasure
- Restriction of processing
- Objection to processing
- Data portability

Where processing is based on consent, consent may also be withdrawn.

ICO guidance says the available rights can depend on the lawful basis, so I prefer "**depending on the circumstances**" rather than implying every right applies in every case.

Complaints

If you have concerns about how Howe HR Dorset uses your personal data, please contact us first so that we have an opportunity to address them.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's data-protection regulator.

Contact Howe HR Dorset

Pam Howe

Howe HR Dorset

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