

Privacy Policy

Salder Consulting Ltd

March 2022

1. Identity and contact details

Please Welcome to Salder Consulting – Salder Consulting to find out more about Salder Consulting Limited. Our postal address is 2a Puller Road, Barnet, London, EN5 4HF. Our telephone number is +44 (0) 07951 267125. You can contact us by email using dirk@salder-consulting.com We are a limited company registered no. 0695 3003 (England and Wales).

Our designated supervisory authority under the Data Protection Act 2018 and the UK's General Data Protection Regulation (GDPR) is the Information Commissioner's Office (ICO). We are based in the United Kingdom.

To contact the individual in charge of Data Protection in our company please use the details shown.

2. What data we process

The Salder Consulting processes data on:

- ➔ Our clients and prospects,
- ➔ Our clients' staff or potential staff,
- ➔ Our staff,
- ➔ Our current and potential suppliers.

2.1 Salder Consulting clients and prospects

We process information on individuals who are prospects or clients of Salder Consulting services.

We process this data so that we can engage with the individuals to provide their organisations with our services, or we process the data as both parties are taking steps to enter into a contract to provide these services.

The information we capture on these people will include basic contact details such as name, telephone number and email address, and occasionally postal address, so that we can contact them and set up meetings and engage on projects with them.

We do not capture special category information on this data.

We use the legal basis of '**contract**' to process this data.

2.2 Salder Consulting Staff

We process information on our staff in several ways. We define 'staff' from the perspective of data protection to include employees, contractors and consultants working on projects for our company.

2.2.1 Employment contract

We process data so that we can manage the staff that work for Salder Consulting. We can also process data under this category where the individual is taking steps to enter into a contract with us (for example where we are recruiting for a position in Salder Consulting).

The information we capture for this reason will include basic contact details such as name, telephone number, email address, postal address and details needed to process payments under the contracts such as bank account details and national insurance numbers. We will also capture information that relates to the appraisal of performance and timekeeping.

We can capture special category information (for example health-related information when people are off sick, or when evaluating our duties under equalities regulations) on this data. The reason we process this data is when it is necessary to do so for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection. We have an appropriate policy document in place relating to this special category data.

We use the legal basis of '**contract**' to process this data.

2.2.2 Employment operations

We also process information on staff and their next of kin where it is in Salder Consulting's interest to do so for operational purposes. For example, to keep staff up to date with Parsons Talent Consulting news, to maintain a list of the staff's next of kin for communication in the event of an emergency, or to create business cards for staff.

The type of data that we process for this need includes name, email address, telephone number.

We do not capture special category information on this data.

We use the lawful basis of '**legitimate interests**' to process this data. We have completed the specification, gate analysis and balancing tests specified under GDPR for this data.

2.3 Suppliers and partners

We process information on suppliers and partners so that we can purchase goods and services from them.

We do not capture special category information on this data.

We capture name, email address and telephone number on current suppliers.

We do not capture special category information on this data.

We use the lawful basis of '**contract**' to process this data.

2.4 Any recipient or categories of recipients of the personal data

Salder Consulting pass data on to other data controllers for the following purposes:

- ➔ For data relating to those applying to be members of staff or for staff who have found other employment after the end of a contract, we share data with third parties to obtain and provide references.
- ➔ Where we need to engage with third parties as a part of the services we provide to our clients, for example to gather psychometric assessments of individuals as a part of the services we provide to our clients, we can provide names and email addresses of individuals so that the third parties can set up access to their systems.
 - Note that the organisations that we use to provide psychometric assessments on our clients' staff are controllers of data. The data we share is within a controller-to-controller arrangement.
 - The individuals whose data we share are aware that we are communicating the data to the other parties.
- ➔ We can pass data on to specific parties because we are legally obliged to. For example, where we pass information to the HMRC on the amount that staff are paid.

As the controller of data, we may provide data to processors that process data on our behalf, who will only process the data according to the written instructions in the Data Processing Agreements in place with them,

We will not transfer your data to countries outside the UK to destinations that are not considered '**adequate**' by relevant legislation without additional safeguards.

2.5 Retention period or criteria used to determine the retention period

- ➔ Data relating to contacts in our clients or prospects will be deleted 5 years after the end of the most recent record of communication in relation to the use of our services.
- ➔ Data relating to the evaluations of staff or potential staff of Salder Consulting's clients will be deleted 2 years after the end of the project they were involved in.
- ➔ We will delete data relating to staff members 3 years after their contract is terminated.
 - Where an individual has not been recruited for a post, we will delete their details a year after the post has been filled.
- ➔ Data relating to suppliers or partners will be deleted 3 years after the end of the most recent communication with the supplier or prospect.

If these data retention timescales clash with legal or contractual obligations then these other obligations will override the retention timescales outlined. For example, UK limited companies are required to retain records on tax paid for 6 years.

All records are disposed of securely when deleted.

3. How we look after data

We take reasonable technical and procedural precautions to prevent the loss, misuse or unauthorized alteration of personal data.

We store the personal data that we collect securely.

We do not publish the details of the safeguards we use to protect the personal data that we control as this could reduce the effectiveness of those safeguards. We retain separate details of this information on an internal data protection policy.

4. Cookies

Cookies are text files placed on your computer to collect information about which pages you visit, and how long for. This information is used to track use of the website and to compile statistical reports on website activity.

When you visit our website you will be presented with a choice which will allow you to decide whether cookies are used or not. In a few cases some of our website features may not function if you choose not to allow cookies on our website.

5. Other websites

Our website contains links to other websites. This privacy policy only applies to this website, so when you link to other websites you should read their privacy policies.

6. Your rights

Salder Consulting recognises the rights of individuals as defined in the General Data Protection Regulation.

We will always seek to uphold those rights and the links provided should help you to communicate with us to exercise those rights, where relevant.

- ➔ Your right to be informed (this document and further information in communications we might send to you). For more information, please [click here](#).
- ➔ Your right of access. For more information, please [click here](#).
- ➔ Your right to rectification. For more information, please [click here](#).
- ➔ Your right of erasure (right to be forgotten). For more information, please [click here](#).
- ➔ Your right of restriction of processing. For more information, please [click here](#).
- ➔ Your right to data portability. For more information, please [click here](#).
- ➔ Your right to object. For more information, please [click here](#).

We do not carry out decision-making and profiling based solely on automated means without any

human involvement. For more information on your rights related to automated decision making, including profiling, please [click here](#).

We recognise your right to lodge a complaint with a supervisory authority. You can access the ICO's website from [this link](#).

You can access a list of contact details for the EEA's supervisory authorities using [this link](#).