

## **PRIVACY POLICY**

This privacy policy defines how Hawkstone Consulting collects, uses and protects personal information.

Hawkstone Consulting Limited is registered with the Information Commissioner's Office with registration number Z7713839.

### **People visiting our website**

The Hawkstone Consulting website does not use cookies and does not store any information about visitors.

### **People using the website "Contact Us" email**

If you use the "Contact Us" email feature, we will receive an email which contains your email address and any details that you decide to include within the email. It is your decision what personal information to include within the mail. We will use this information to respond to any questions you ask and we do not share this information with any other party. The email information will be deleted if we do not end up providing any services to you.

### **People using Hawkstone Consulting services**

Hawkstone Consulting provides management consultancy services, predominately related to ISO management systems Standards.

We need to hold the details of the people who have requested our services in order to provide them.

During any consultancy project, we only use personal information that you give to us to provide the consultancy service that you have requested.

Once a consultancy project is completed or terminated and contractual obligations are fulfilled, we only hold your information to meet any legal requirements or to justify why we provided certain advice or if it is likely that there may be a follow on consultancy project.

### **Sharing your personal information**

As part of delivering a consultancy project, we do not share personal information with any other party unless you agree to us passing on your information to:-

- (a) another consultancy or other third party data processing organisation in the event that we cannot meet some or all of your consultancy needs or
- (b) certification bodies who may become involved in auditing and certifying you

In the above circumstances we will ensure that either:-

- (a) appropriate contracts are in place with the other parties working on any consultancy project with you to ensure that they cannot do anything with your personal information unless we (on your behalf) or you have instructed them to do it, or
- (b) the other parties have an appropriate privacy policy in place to ensure that they will:-
  - I. not share your personal information with any organisation apart from us and
  - II. hold it securely and
  - III. retain it for only the period required to fulfil contractual obligations.

## Disclosure of personal information

As well as sharing your personal information during the delivery of consultancy services (as described under “Sharing Your Personal Information” above), we may disclose your personal information to any competent law enforcement body, regulatory, government agency, court or other third party where we believe disclosure is necessary, for example under the following circumstances:

- (a) as a matter of applicable law or regulation, or
- (b) to exercise, establish or defend Hawkstone Consulting’s legal rights, or
- (c) to protect your vital interests or those of any other person or
- (d) to enforce or apply Hawkstone Consulting’s consultancy terms and conditions or
- (e) to protect Hawkstone Consulting (for example disclosure to organisations or a person for the purposes of fraud protection and credit risk reduction) or
- (f) to any other person with your consent to the disclosure

## Legal basis for processing personal information

We collect and use personal information from you only where:-

- (a) we need the personal information to perform a consultancy contract with/involving you, as described in “People Using Hawkstone Consulting Services” above or
- (b) we have your consent to do so, or
- (c) the processing is in our legitimate interests, or
- (d) we have a legal obligation to collect personal information from you or
- (e) we need the personal information to protect your vital interests or those of another person

## Your rights

You have the rights defined in the “Information Commissioner’s Office” document entitled [“Is my information being handled correctly?”](#) Click on the link to read these rights.

## Access to Personal information

You can find out if we hold any personal information about you by making a “subject access request”.

If we do hold information about you, we will

- (a) give you a description of it;
- (b) tell you why we are holding it;
- (c) tell you who it could be disclosed to; and
- (d) let you have a copy of the information in an understandable format

To make a request for any personal information we may hold, you need to put the request in writing to the address provided below

Hawkstone Consulting Ltd  
2 Birchfields  
Hale  
Altrincham  
WA15 9LW