



ORCHARDHR

PEOPLE | TALENT | GROWTH

Privacy Policy

This privacy policy explains how Orchard HR Limited use any personal information we collect about you when you use our website or services.

- What information do we collect about you?
- How will we use the information about you?
- Marketing
- Access to your information and correction
- Cookies
- Other websites
- Changes to our privacy policy
- How to contact us

What information do we collect about you?

We collect information about you when you register with us, during free consultations and when you instruct us to deliver services. We also collect information when you voluntarily complete customer surveys or provide feedback. Website usage information is collected using cookies.

How will we use the information about you?

We collect information about you to manage your account and deliver our services to you, and if you agree, to email you about other products and services we think may be of interest to you.

We use your information collected from the website to personalise your repeat visits to our website. We do not share your information with third-parties for marketing purposes.

In delivering our services to you, we may send your details to and subsequently use information from credit reference and fraud prevention agencies.

Marketing

We would like to send you information about products and services of ours which may be of interest to you. If you have consented to receive marketing, you may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please contact us.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information about cookies please visit www.aboutcookies.org or www.allaboutcookies.org

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Other websites

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

Changes to our privacy policy

We keep our privacy policy under regular review. This document was last updated on 11th July 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

Orchard HR Limited
St Mary's House
Netherhampton
Salisbury
SP2 8PU

info@orchardhr.co.uk