

PRIVACY STATEMENT



SUMMARY

This Privacy Notice sets out how intermezzoHR Limited (IMHR) uses and protects any information that you give IMHR when you use this website.

IMHR is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

IMHR may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 1st May 2018.

This website will not share any personal information with third parties.

SECURITY

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure any information we collect via this website.

HOW WE USE COOKIES

Cookies are very small text files that are stored on your computer when you visit some websites. We use cookies to help identify your computer, so we can tailor your user experience. You can disable any cookies already stored on your computer. We use the following to provide you with the best user experience and also to tell us which pages you find most interesting (anonymously).

Non-Functional Cookies -

This website may Track the pages you visit via Google, including for Google Analytics and AdWords. This is automated depending on what pages you visit and which Cookie codes they include, if any. You can click here to [Read Google's overview of privacy and safeguarding data](#) and here

<https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage> to find out more about the cookies that Google Analytics uses.

To opt out of being tracked by Google Analytics across all websites, visit <http://tools.google.com/dlpage/gaoptout>.

This means that information such as your device, browser, operating system, service provider, network domain, location, behaviour, content/pages viewed, time spent on site, cost per click, whether you are a new or returning visitor and traffic sources including any referring web pages may be reported by third parties. It may also be used for benchmarking reporting by Google and other third parties using Google Analytics.

Targeting Cookies

This website may Use third party tracking Cookies to share your information with & allow you to view advertisements e.g. via Google AdWords. This may be automated depending on the pages that you visit and whether they contain a third-party tracking Cookie code. To view the 'Google AdWords' Privacy Policy, please visit Google AdWords, or to opt out of any online behavioural advertising, please visit Google's Ad Settings.

THIRD PARTIES

Google Search Network -

In using the Google Search Network, IMHR has access to data on search queries/keywords, ads clicked as well as devices used, location etc.

Interest based Advertising -

IMHR may also use interest-based display advertising through the Google AdWords platform and although we would not set the initial cookie, which is set instead by a third party, we would be able to target advertising towards users based on their interests. As such, we would also be given an idea of what websites users have visited us from in general as well as their interests and demographics, devices used and location etc. This would helps us to target tailored advertising more effectively and reduce irrelevant advertising being shown to online users.

YouTube Cookies -

We may embed videos from our official YouTube channel using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode. You can read more at YouTube's embedding videos information page. Please make sure that you are happy with YouTube's Privacy Policy at <https://www.google.com/intl/en/policies/privacy/> before navigating our website and particularly before playing any videos.

OPTING OUT OF COOKIES

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org If you are on the web, you can visit the Digital Advertising Alliance's consumer choice tool at optout.aboutads.info to opt out of seeing interest-based advertising in general via your current browser. On your mobile device, enable the "Limit Ad Tracking" setting in your iOS phone's settings, or the setting to "Opt out of Ads Personalization" in your Android phone's settings. Data retention periods are dependent on the third-party Cookie provider, so please check with them if you are unsure/curious.

COOKIES AND GDPR

The GDPR regulations state that we must provide a legitimate reason (if applicable) for using cookies on our website. Our reason is what the GDPR refer to as 'Commercial Interests' as we use them to improve our website user experience in general and to inform and action our marketing strategy as a whole.

OTHER INFORMATION

Links to other websites -

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

People who email us -

Personal Information: When you email us we store any information you provide within our email server ongoingly and archive to Dropbox for future reference. At minimum this includes your email address, message content and any other information you choose to provide us with. This includes any name, telephone number, email addresses and message content sent via our contact forms on the homepage and 'Let's Talk' page.

... and Marketing -

Although we generally do not use any information provided by you to further market our products or services, IMHR reserve the right to send you marketing information that we think might be of interest to you e.g. via email, or other marketing communications that intermezzoHR deems to be acceptable and within the scope of the PECR and GDPR guidelines outlined in May 2018. Should you wish to opt-out of our email marketing, for whatever reason, then you should let us know in response to any email communication received. This will trigger our unsubscribe mechanism and you will no longer be contacted.

... and Security -

We use Secure Sockets Layer (SSL) to prevent third parties from potentially viewing your email messages. If your email service does not support SSL, you should be aware that any emails we send or receive may

not be protected in transit. We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

People who IMHR email -

Furthermore, personal information including title, first name, surname, email address, position, company name, company address & postcode, telephone number, company website & twitter contact, industry, company turnover, number of employees and other information is legitimately sourced from www.electricmarketing.co.uk, sometimes via other public sources of information e.g. publications etc. All lists are kept up to date and any unsubscribe requests (as set out in the email footer) are honoured. This data is not shared with third parties, only electric marketing solely for the purpose of de-duping lists against previously purchased contacts etc. All data is securely stored ongoingly for future reference.

intermezzoHR has a legitimate interest to process this personal data relating to decision makers and budget holders in medium-to-large organisations in the UK. The data is gathered from publicly available sources and from the companies concerned via Electric Marketing Ltd. Furthermore, intermezzoHR are relying on legitimate interests as our lawful basis for marketing communications via email. If you receive a marketing communication email from us, then this is because we've identified that you may have a legitimate interest in finding out more about our HR solutions e.g. because of your job title/role/position.

People who call us -

When you call IMHR, your call is forwarded from ereceptionist.co.uk and information (e.g. telephone number (where applicable), length of call and any voice recordings) are collected, stored and accessible via ereceptionist's 'numberstore' service. Calling Line Identification (CLI) information is forwarded and available on the IMHR recipient's telephone device. We use this information to help improve its efficiency and effectiveness.

Complaints or queries -

Under the new GDPR regulations (from May 2018) you need to be informed that as an individual you have the right to complain to the ICO if you feel your information is being misused. IMHR tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. You have a right to withdraw consent at any time. If you no longer wish for IMHR to collect or hold data on your behalf, you should notify us.

Contact details: email: letstalk@imhr.co.uk

Please refer to third party websites to determine their data retention periods and their country with regards to data transfer.

This privacy notice was drafted with brevity and clarity in mind. However, we are happy to provide any additional information or explanation needed.