



Privacy Statement

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

1. Introduction

Hatmill is a specialist consultancy. We are a registered data controller under the terms of the Data Protection Act 1988. Details of our notification to the data protection regulator may be found in the Information Commissioner's Office Public Register of Data Controllers at ico.org.uk under registration number **ZA421983**.

We take personal privacy seriously, and this privacy policy explains how, when and why we use any personal information we collect about you when:

- you use our website (Hatmill.co.uk);
- you are a recipient of our training and coaching services;
- you engage with us in relation to business development; or
- you send a job application.

2. Collecting your information

We collect information about you when you:

- are a recipient of our training and coaching offering;
- when conducting business development discussions;
- when you download our White-Papers on our website; or
- send us copies of your CV, covering letters and supporting statements when applying for a job.

3. For what purposes and why do we use the information?

- Business development: as a consultancy, a client database needs to be maintained to ensure we can continue, if you agree, to provide you with information about our services.
- Whitepapers: the data helps us identify the individuals who are interested in the type of content we produce.
- Job Applications: holding the data is necessary for our resourcing and recruitment processes. We do not hold the information longer than legal requirements dictate.
- Training and coaching: the data better informs our training and coaching services and enables us to continually improve our delivery via internal research.



4. Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information can be used to track visitor use of our website and to compile statistical results on activity on our website. For further information on cookies, visit www.allaboutcookies.org.

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

5. Your rights

You have rights, outlined below, which you can exercise using the contact details in Section 9. These rights relate to:

- Access to your personal data;
- Withdrawing your consent;
- Rectification of inaccurate data;
- Erasure of your personal data;
- Portability of your personal data to another data controller;
- Objecting to the processing of your personal data;
- Making a complaint about our data processing activities (at ico.org.uk).

6. 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 own privacy policies.

7. Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 25 May 2018.

8. How to contact us

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

- By email: hr@hatmill.co.uk
- By letter: Hatmill Ltd, Old Hall Farm, Grantley, Ripon, North Yorkshire, HG4 3PJ
- By phone: +44 (0) 1423 900 660