

## **LIME HR LTD PRIVACY POLICY**

LIME HR is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you through our Site (as defined below), or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection laws in England and Wales, the data controller in England and Wales is LIME HR Limited of 2000 Cathedral Hill, Guildford, GU2 1AG ("We/Our/Us").

### **Information we may collect from you**

We may collect and process the following information:

1. Information that you provide by filling in forms on our site at [www.limehr.com](http://www.limehr.com) ("our Site"). This includes information provided at the time of registering to use our Site, using our legal services, posting material (such as your Curriculum Vitae or details of your legal requirements) or requesting further services. We may also ask you for information when you report a problem with our Site.
2. Information that you provide by way of correspondence.
3. Information that you provide by way of surveys that we send to you for research purposes
4. Details of your visits to our Site including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

### **Where we store your personal data**

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the provision of services to you, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to the transfer, storing or processing as referred to in this policy. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this policy.

All information you provide to us is stored on our secure servers.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our Site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **Uses made of the information**

We use information held about you in the following ways:

1. To ensure that content from our Site is presented in the most effective manner for you and for your computer.
2. To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.

3. To carry out our obligations arising from any contracts entered into between you and us,
4. To allow you to participate in any interactive features of our services.
5. To notify you about changes to our services.
6. To notify you of developments in the law and of the articles we have recently written that may be of interest to you.
7. We may also use your data to provide you with information about our additional services that may be of interest to you and we may contact you about these by post or email. If you do not wish us to receive such information from us, please let us know by email to [laura@limehr.com](mailto:laura@limehr.com) .
8. We will not pass your data to third parties without your permission.

#### Disclosure of your information

We may disclose your personal information to third parties:

1. If our assets are acquired by a third party, in which case personal data held by it about its clients may be one of the transferred assets.
2. If we are under a duty to disclose or share your personal data in order to comply with a legal obligation, or to enforce or apply our Terms of Engagement and other agreements; or to protect our rights, property, or safety or those of, our clients or personnel. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.
3. If you become a client, then in accordance with our Terms of Engagement.
4. In order to provide you with a consistently high level of service we do make use of certain reputable suppliers such as couriers, technology providers and document production service providers. Where it is appropriate to do so acting in the ordinary course of our legal practice, we may disclose some information to these suppliers.

#### Your rights

You have the right to ask us not to process your personal data for marketing purposes. You can exercise the right at any time by contacting us at [laura@limehr.com](mailto:laura@limehr.com)

You also have the right to access information we hold about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

#### Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.