



Practical, Prompt, Professional HR Solutions

## **PRIVACY NOTICE OF COMPLETE PEOPLE MANAGEMENT LIMITED**

### **Definitions**

In this privacy notice CompletePeopleManagement.co.uk and CompletePeopleManagement.com are the trading names of Complete People Management Limited. The registered office is 9 Thorne Road, Doncaster. DN1 2HJ. The company registration number is 4700690.

The following words will have the following meanings:

- "Us" refers to Complete People Management Limited, a company registered in England and Wales. "We" and "our" will be construed accordingly.
- "You" refers to the customer or user who uses the website subject to the terms and conditions and this privacy notice.
- "Site" means the site on the World Wide Web located at completepeoplemanagement.co.uk.

The privacy notice applies to all the information that we hold about You and your account. This information includes:

- What information is gathered about You
- What we do with the information
- Who we share the information with

### **Controllers of Personal Information**

The data controller is Sue Schoormans, Managing Director. We operate and are registered in accordance with the UK's Data Protection Act. Complete People Management Limited controls information provided to or gathered by Us.

### **Use of Information**

The information that We ask for when You register your details on the Site or when You speak with Us over the telephone, is your name, company name, address, e-mail address, telephone number and payment details, as appropriate. We also record the products that You purchase or obtain for free.

The information that We obtain from You helps us process your order(s), personalise and improve our products and services to You, improve the buying experience and maintain your account. In addition, it enables Us to notify you when a product that You have purchased has been amended or replaced. We store this information on computer.

You may choose not to supply Us with certain information, in doing so You may not be able to gain access to special offers or be notified of when the product You have purchased is updated.

**We do not supply or sell your information to third parties.** The information that You supply to Us is an important part of our business. However We are required by law to report any suspicions of money laundering or fraud to the relevant authorities.

### **Business Transfers**

In the event that another company acquires Us, customer information will be transferred to the new company.

### **How Secure is the Information?**

We maintain safeguards related to the collection, storage and retrieval of customer information.

It is important that you maintain security of your computer and password to protect any unauthorised access.

### **Contact**

If you have any questions or concerns about the information that we hold about You, You can telephone 02088168726 or write to Complete People Management Limited, P.O. Box 673, DONCASTER. DN4 6WW. United Kingdom.

15<sup>th</sup> April 2009