

PRIVACY AND COOKIES POLICY

DMS HR Consulting Limited ("we", "us" or "our") are committed to protecting and respecting your privacy.

This policy (together with our website Terms of Use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, 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 Act 1998 (the "Act"), the data controller is DMS HR Consulting Limited. We are a limited liability company registered in England and Wales (company registration number 8005113) and our registered office is at Third Floor, 207 Regent Street, London W1B 3HH. We may also be contacted by email to info@dmshrconsulting.co.uk or by telephone on 0845 607 7823.

Our nominated representative for the purpose of the Act is David Stott.

Information we may collect from you

We may collect and process the following data about you:

- (a) information that you provide by filling in forms on our site <http://www.dmshrconsulting.co.uk/> (our "site"). This includes information provided at the time of providing your details via our site, subscribing to our newsletter or other services, posting material or requesting further services. We may also ask you for information when you report a problem with our site;
- (b) if you contact us, we may keep a record of that correspondence;
- (c) information about your computer, including where available your IP address, operating system and browser type for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

Cookies

Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's

device. You can find more information about cookies at: www.allaboutcookies.org and www.youronlinechoices.eu and for a video about cookies visit www.google.co.uk/goodtoknow/data-on-the-web/cookies. Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience. They can also help to ensure that adverts you see online are more relevant to you and your interests.

The only cookie used on our site has been categorised based on the categories found in the ICC UK Cookie Guide, which can be found at http://www.international-chamber.co.uk/components/com_wordpress/wp/wp-content/uploads/2012/04/icc_uk_cookie_guide.pdf. It is a "strictly necessary" cookie, as that term is defined in the ICC Guide, and as such does not require user consent. It is called ASP.NET_SessionId. This cookie implements a Microsoft technology which is essential for the operation of our site. It assigns a random 20 digit identification number to each visitor to ensure they can navigate the site correctly. It is deleted when the browser is closed. Further detail on session IDs can be found at <http://support.microsoft.com/kb/899918>.

Where we store your personal data

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:

- (a) to ensure that content from our site is presented in the most effective manner for you and for your computer;
- (b) 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;
- (c) to carry out our obligations arising from any contracts entered into between you and us;
- (d) to notify you about changes to our service.

If you are an existing client, we will only contact you by electronic means (for example, by e-mail) with information about goods and services similar to those which were the subject of previous services supplied to you.

If you are a new or potentially new client who has provided your contact details to us, we will contact you by electronic means unless you contact us to 'opt-out' of receiving further marketing information.

If you do not want us to use your data in this way, please indicate this in the comments box situated on the form on which we collect your data or contact us at info@dms hrconsulting.co.uk.

Disclosure of your information

We will not disclose your personal information to third parties for marketing purposes.

We may disclose your personal information to third parties:

- (a) if DMS HR Consulting Limited or substantially all of its assets are acquired by a third party, in which case, personal data held by it about its clients will be one of the transferred assets;
- (b) if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our website Terms of Use or our standard terms and conditions of business or other agreements; or to protect the rights, property, or safety of DMS HR Consulting Limited, our clients, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Your Rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes. You can exercise your right to prevent such processing by asking us to do so in the comments box on the forms we use to collect your data. You can also exercise the right at any time by contacting us at info@dms hrconsulting.co.uk.

Our site may, from time to time, contain links to and from the websites of our partner networks and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy and cookies policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to information

The Act gives you the right to access information held 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 and cookies policy

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

Your Concerns

If you have any concerns about the terms set out in this Privacy and Cookies Policy or about material which appears on our site, please contact us on info@dmshrconsulting.co.uk.