

GH Squared - Privacy Notice

This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

Our Contact Information (Data Controller)

GH Squared Limited

7 The Sawmills
Durley
Southampton
SO32 2EH
United Kingdom

Company Email: info@ghsquared.co.uk

What personal data do we collect?

The personal data we collect depends on whether you just visit our website, use our services or apply for a job. If you visit our website, you do not need to provide us with any personal data. However, your browser transmits some data automatically, such as the date and time of retrieval of one of our web pages, your browser type and settings, your operating system, the last web page you visited, the data transmitted and the access status, and your IP address.

If you use our services, personal data is required to fulfil the requirements of a contractual or service relationship, which may exist between you and our organisation. See the tables below for details.

What we do with your personal data

We process personal data only for the purpose for which they are collected. The purpose is dependent on whether you use only our website, use our services or apply for a job. If you use our services you are required to register and we collect your personal data. We use this personal data for the provision of the service or the performance of the contract. We may use your personal data for other similar purposes, including marketing and communications, but that will only occur in the case we have your consent or another legal justification for doing so. See the table below for details of the information collected and why.

What information we collect, use, and why

From our **Consultants**, **Contractors** and **Suppliers** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Personal Data Collected	Processing purpose	Legal basis	Retention period
Name Job Title Contact Info Payment details	Contract	we have to collect or use the information so we can enter into or carry out a contract with you.	Contractual and financial records are held for 6 years plus the current financial year

From our **Customers / Clients** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Personal Data Collected	Processing purpose	Legal basis	Retention period
Name Job Title Contact Info Position Interests	Contract	we have to collect or use the information so we can enter into or carry out a contract with you.	Contractual and financial records are held for 6 years plus the current financial year.
	Legitimate interests	we're collecting or using your information because it benefits you and/or our organisation, without causing an undue risk of harm to anyone. Our legitimate interests are to improve our products and services and for marketing purposes.	Other information is held until consent withdrawn or 24 months after last engagement, whichever is earlier.

From our **Job Applicants** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Personal Data Collected	Processing purpose	Legal basis	Retention period
Name Job Title Contact Info Employment history Education History Right to work info	Contract	we have to collect or use the information so we can enter into or carry out a contract with you.	Successful Candidates: 6 years after their employment ends. Unsuccessful Candidates: 12 months from the date the recruitment process ends.
	Consent	we have received permission from you during the recruitment process. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.	

From our **Site Visitors** we process and retain personal data for the following purposes and periods, with the applicable legal basis.

Personal Data Collected	Processing purpose	Legal basis	Retention period
Contact Info	Legitimate interests	we're collecting or using your information because it benefits you and/or our organisation, without causing an undue risk of harm to anyone. This is done for site management and security.	Information is held until consent withdrawn or 24 months after last engagement, whichever is earlier
Behavioural & Technical Data: IP addresses, device types, browser information, pages visited, and general geographic location	Legitimate interests	we're collecting or using your information because it benefits you and/or our organisation, without causing an undue risk of harm to anyone. Our legitimate interests are to improve our products and services and for marketing purposes.	

How do we look after personal data

We limit the amount of personal data collected only to what is fit for the purpose, as described above. We restrict, secure and control all of our information assets against unauthorised access, damage, loss or destruction; whether physical or electronic. We retain personal data only for as long as is described above, to respond to your requests, or longer if required by law. If we retain your personal data for historical or statistical purposes, we ensure that the personal data cannot be used further. While in our possession, together with your assistance, we try to maintain the accuracy of your personal data.

Who we share personal data with

We may share personal data with professional advisers, IT and hosting providers, payment processors, recruitment service providers, regulators, HMRC, law enforcement agencies, and other third parties where required by law or necessary to provide our services.

We share information with the following data processors:

- WIX.com – Use to host and manage our website. Wix stores and processes site visitor data globally and relies on Standard Contractual Clauses (SCCs) and the UK International Data Transfer Agreement (IDTA) to safeguard privacy.
- BestBooking Ltd – Use to manage our financial accounts. Personal data is not transferred outside the UK.

How can you access your personal data?

You have the right to request access to any of your personal data we may hold. If any of that information is incorrect, you may request that we correct it. If we are improperly using your information, you may request that we stop using it or even delete it completely.

Where you have previously given your consent to process your personal data, you also have the right to request that we port or transfer your personal data to a different service provider or to yourself, if you so wish.

Where it may have been necessary to get your consent to use your personal data, at any moment, you have the right to withdraw that consent. If you withdraw your consent, we will cease using your personal data without affecting the lawfulness of processing based on consent before your withdrawal.

Cookies and how we use them

Our website uses cookies – small text files that are placed on your machine to help the site provide a better user experience. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser.

Our Data Protection Contact

info@ghsquared.co.uk
7 The Sawmills, Durley, Southampton, SO32 2EH, United Kingdom

Our Supervisory Authority

You have the right to lodge a complaint with any Supervisory Authority. See our Supervisory Authority contact details below

The Information Commissioner's Office
Water Lane, Wycliffe House
Wilmslow - Cheshire SK9 5AF
United Kingdom
international.team@ico.org.uk
+44 1625 545 745
www.ico.org.uk