

IMHR Privacy Notice

PRIVACY NOTICE	
Identity and contact details of the controller (and where applicable, the controller's representative) and the data protection officer	The 'Data Controller' is your employer for whom we operate as a Data Processor. The Data Controller's representative will be the person who provided you with access to our platform by way of an introductory email. If you cannot make contact with the DCR, please email IMHR at help@goimhr.com and we will assist you.
Purpose of the processing and the legal basis for the processing	Article 6.1 of the GDPR defines the lawful grounds for data processing in a number of ways. IMHR's legal basis is that it is "necessary for the purposes of legitimate interests pursued by the controller or a third party" that we operate on behalf of your employer to collect data they require.
The legitimate interests of the controller or third party, where applicable	Depending on your employer, the legitimate interests for the controller are likely to be one, or a combination of: <ul style="list-style-type: none"> • Consent of the data subject • Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract • Processing is necessary for compliance with a legal obligation • Processing is necessary to protect the vital interests of a data subject or another person • Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
Any recipient or categories of recipients of the personal data	The only recipient of Data we collect on the Data Controller's behalf is the Data Controller's appointed Administrator(s). We will only action Data requests from either the Data Subject or an appointed Data Controller Administrator. The Data Controller may share personal data with third parties as part of their legitimate interest(s).
Details of transfers to third country and safeguards	Data we collect and that is stored by IMHR is held within the UK only.
Retention period or criteria used to determine the retention period	The policies we adopt in reference to the Data we collect mirror those of the Data Controller. We do not hold data for any longer than is required for the initial purposes of collection, as advised by the Data Controller.
The existence of each of data subject's rights	As a Data Subject, you have a number of rights under the GDPR. You can exercise these rights as below:
The right to withdraw consent at any time, where relevant	If you no longer wish for us to collect or hold data on your behalf, you should notify both IMHR and the Data Controller. Once this has been done, and IMHR have ensured that deletion would not be in breach of their contractual obligations e.g. retention of data for a period of time for legal purposes and we have received instructions from the Data Controller to do so, the data request will be actioned.
The right to lodge a complaint with a supervisory authority	If you feel that we have not met our obligations in the role of Data Processor, you can lodge a complaint with the ICO.
Whether the provision of personal data part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	We will only seek to collect your Data as requested by your employer. Therefore, any decision to withhold data we request might have possible consequences as far as the Data Controller is concerned. Therefore, we would strongly advise raising any concerns with the Data Controller as a first step to ensure you do not disadvantage yourself.
The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.	None of the Data we collect forms part of an automated decision-making process. If this changes, we will advise you at the point of collecting that data.