

# Madrigal HR Privacy Policy

## Privacy Policy

**Effective Date:** January 2025

### 1. Introduction

[Your Company Name] ("we," "us," or "our") is committed to protecting the privacy and security of our clients' personal information. This Privacy Policy outlines how we collect, use, disclose, and safeguard your information when you engage our HR consultancy services.

### 2. Information We Collect

We may collect the following types of information:

- **Personal Information:** Name, contact details, job title, and other identifying information.
- **Employment Information:** Employment history, qualifications, and references.
- **Financial Information:** Billing and payment details.
- **Other Information:** Any other information you provide to us in the course of our services.

### 3. How We Use Your Information

We use the information we collect for the following purposes:

- To provide HR consultancy services.
- To communicate with you regarding our services.
- To process payments and manage billing.
- To comply with legal and regulatory requirements.
- To improve our services and customer experience.

### 4. Information Sharing and Disclosure

We may share your information with:

- **Service Providers:** Third-party vendors who assist us in providing our services.
- **Legal Authorities:** When required by law or to protect our rights.
- **Business Transfers:** In the event of a merger, acquisition, or sale of our business.

### 5. Data Security

We implement appropriate technical and organisational measures to protect your information from unauthorized access, disclosure, alteration, or destruction.

## **6. Your Rights**

You have the right to:

- Access and obtain a copy of your personal information.
- Request correction of any inaccurate or incomplete information.
- Request deletion of your personal information, subject to legal requirements.
- Object to the processing of your personal information.

## **7. Changes to This Privacy Policy**

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new policy on our website and updating the effective date.

## **8. Contact Us**

If you have any questions or concerns about this Privacy Policy, please contact us at: Madrigal HR Ltd, Suite 5, 5th Floor, City Reach, 5 Greenwich View Place, London, E14 9NN

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