Privacy Policy

1. Introduction

This Privacy Policy explains how **HSE Sheffield** collects, uses, stores, and protects personal information. We are committed to maintaining the highest standards of privacy and data protection in line with the **UK General Data Protection Regulation (UK GDPR)**.

By using our services or visiting our website, you agree to the practices described in this policy.

2. Who We Are

HSE Sheffield Health, Safety & Environment Consultancy **Email:info@hsesheffield.co.uk** Phone: **07881206002** Address: **42 Morrall Road, Sheffield, S5 9AJ**

HSE Sheffield is the **Data Controller**, responsible for determining how your personal data is processed.

3. Information We Collect

We only collect information necessary to deliver our consultancy services effectively. This may include:

- **Contact details**: name, email address, phone number, business address
- **Business information**: company name, job role, operational details relevant to HSE compliance
- **Documentation you provide**: policies, risk assessments, PQQs, tender information, audit materials
- **Service-related notes**: consultation records, communication logs, project details
- **Website usage data**: IP address, browser type, pages visited (via cookies or analytics tools)
- **Payment or invoicing information** (if applicable)

We do not collect unnecessary or excessive personal data.

4. How We Use Your Information

We use your data to:

- Deliver HSE consultancy services
- Prepare policies, procedures, risk assessments, audits, and compliance documentation
- Support tender submissions, PQQs, and accreditation processes
- Communicate with you about services, updates, or enquiries
- Maintain internal records and manage our business operations
- Improve our website and customer experience
- Meet legal or regulatory obligations

We **do not** sell or share your data for marketing purposes.

5. Legal Basis for Processing

We process personal data under the following lawful bases:

- **Contract** – to provide the services you request
- **Legitimate interests** – to operate and improve our consultancy
- **Consent** – for optional communications or website cookies
- **Legal obligation** – where required by law or regulatory bodies

6. Data Storage & Security

We take data protection seriously. Your information is stored securely using:

- Encrypted devices and secure cloud storage
- Password-protected systems
- Access controls to ensure only authorised personnel can view data
- Regular reviews of our data-handling practices

We retain personal data only for as long as necessary to fulfil our services or meet legal requirements.

7. Sharing Your Information

We may share your data with:

- Professional partners assisting with HSE services (only when required)
- Accreditation bodies or regulators (if legally required)
- IT or cloud service providers who support our business operations

All third parties must comply with UK GDPR and maintain confidentiality.

We **never** share your data with advertisers or unrelated organisations.

8. Your Rights

Under UK GDPR, you have the right to:

- Access the personal data we hold
- Request corrections to inaccurate information
- Request deletion of your data (where legally permissible)
- Restrict or object to certain types of processing
- Request data portability
- Withdraw consent at any time (for consent-based processing)

To exercise these rights, contact us at info@hseshеffield.co.uk.

9. Cookies & Website Tracking

Our website may use cookies or analytics tools to improve functionality and user experience. You can disable cookies through your browser settings at any time.

10. External Links

Our website may contain links to external sites. We are not responsible for the privacy practices or content of those websites.

11. Updates to This Policy

We may update this Privacy Policy occasionally. The latest version will always be available on our website.

Signed: *Sarah Mills*

Name: Sarah Mills

Position: Director

Date: 01/09/26