



HRDR Your Partner for People and Profits

This privacy policy applies between you, the User of this Website and Order Employment Services Limited, the owner and provider of this Website. Order Employment Services Limited takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website.

**Please read this privacy policy carefully. Definitions and interpretation**

In this privacy policy, the following definitions are used:

**Data:** collectively all information that you submit to Order Employment Services Limited via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Laws.

**Cookies:** a small text file placed on your computer by this Website when you visit certain parts of the Website and/or when you use certain features of the Website. Details of the cookies used by this Website are set out below.

**Data Protection Laws:** any applicable law relating to the processing of personal Data, including but not limited to the Directive 96/46/EC (Data Protection Directive) or the GDPR, and any national implementing laws, regulations and secondary legislation, for as long as the GDPR is effective in the UK.

**GDPR;** the General Data Protection Regulation (EU) 2016/679.

**Order Employment Services Limited, we or us;** Order Employment Services Limited, a company incorporated in England registered number 14650595 whose registered office is at Trent House, Stoke-On-Trent, Staffordshire, ST4 2LW.

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**Call** 01782 656134  
**Email** [hello@hrdr.co.uk](mailto:hello@hrdr.co.uk)  
**Website** [www.hrdr.co.uk](http://www.hrdr.co.uk)

**OES HR**  
Order Employment Services

**Registered office**

Trent House, 234 Victoria Road, Stoke-On-Trent, Staffordshire, ST4 2LW



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**UK and EU Cookie Law;** the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011.

**User or you;** any third party that accesses the Website and is not either (i) employed by Order Employment Services Limited and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Order Employment Services Limited and accessing the Website in connection with the provision of such services; and

**Website:** the website that you are currently using, [orderemploymentservices.com](http://orderemploymentservices.com), and any sub-domains of this site unless expressly excluded by their own terms and conditions.

1. In this privacy policy, unless the context requires a different interpretation:
2. the singular includes the plural and vice versa.
3. references to sub-clauses, clauses, schedules, or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy.
4. a reference to a person includes firms, companies, government entities, trusts and partnerships.
5. "including" is understood to mean "including without limitation".
6. reference to any statutory provision includes any modification or amendment of it.
7. the headings and sub-headings do not form part of this privacy policy.

#### Scope of this privacy policy

1. This privacy policy applies only to the actions of Order Employment Services Limited and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

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2. For purposes of the applicable Data Protection Laws, Order Employment Services Limited is the “data controller”. This means that Order Employment Services Limited determines the purposes for which, and the manner in which, your Data is processed.

### Data collected

1. We may collect the following Data, which includes personal Data, from you:
2. name; contact Information such as email addresses and telephone numbers;
3. IP address (automatically collected);
4. web browser type and version (automatically collected);
5. operating system (automatically collected);
6. a list of URLs starting with a referring site, your activity on this Website, and the site you exit to (automatically collected);
7. We collect Data in the following ways:
8. data is given to us by you; and
9. data is collected automatically.

### Data that is given to us by you

1. Order Employment Services Limited will collect your Data in a number of ways, for example:
2. when you contact us through the Website, by telephone, post, e-mail or through any other means;
3. when you register with us and set up an account to receive our products/services;
4. when you complete surveys that we use for research purposes (although you are not obliged to respond to them);
5. when you enter a competition or promotion through a social media channel;
6. when you make payments to us, through this Website or otherwise;
7. when you elect to receive marketing communications from us;



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in each case, in accordance with this privacy policy.

### How we collect Data

in each case, in accordance with this privacy policy.

### Data that is collected automatically

1. To the extent that you access the Website, we will collect your Data automatically, for example:
2. we automatically collect some information about your visit to the Website. This information helps us to make improvements to Website content and navigation, and includes your IP address, the date, times and frequency with which you access the Website and the way you use and interact with its content.
3. we will collect your Data automatically via cookies, in line with the cookie settings on your browser. For more information about cookies, and how we use them on the Website, see the section below, headed "Cookies".

### Our use of Data

1. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:
2. internal record keeping;
3. improvement of our products / services;
4. transmission by email of marketing materials that may be of interest to you;
5. contact for market research purposes which may be done using email, telephone, fax or mail. Such information may be used to customise or update the Website;

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6. We may use your Data for the above purposes if we deem it necessary to do so for our legitimate interests. If you are not satisfied with this, you have the right to object in certain circumstances (see the section headed "Your rights" below).
7. For the delivery of direct marketing to you via e-mail, we'll need your consent, whether via an opt-in or soft-opt-in:

Soft opt-in consent is a specific type of consent which applies when you have previously engaged with us (for example, you contact us to ask us for more details about a particular product/service, and we are marketing similar products/services). Under "soft opt-in" consent, we will take your consent as given unless you opt-out.

For other types of e-marketing, we are required to obtain your explicit consent; that is, you need to take positive and affirmative action when consenting by, for example, checking a tick box that we'll provide.

If you are not satisfied about our approach to marketing, you have the right to withdraw consent at any time. To find out how to withdraw your consent, see the section headed "Your rights" below.

9. When you register with us and set up an account to receive our services, the legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.

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## Who we share Data with

1. We may share your Data with the following groups of people for the following reasons:
2. any of our group companies or affiliates – to ensure the proper administration of your website and business;
3. our employees, agents and/or professional advisors – to give customer service if required;
4. relevant authorities – to facilitate the detection of crime or the collection of taxes or duties;

in each case, in accordance with this privacy policy.

## Keeping Data secure

1. We will use technical and organisational measures to safeguard your Data, for example:
2. access to your account is controlled by a password and a username that is unique to you.
3. we store your Data on secure servers.
4. Technical and organisational measures include measures to deal with any suspected data breach. If you suspect any misuse or loss or unauthorised access to your Data, please let us know immediately by contacting us via this e-mail address: [legal@hrdr.co.uk](mailto:legal@hrdr.co.uk)
5. If you want detailed information from, Get Safe Online on how to protect your information and your computers and devices against fraud, identity theft, viruses and many other online problems, please visit [www.getsafeonline.org](http://www.getsafeonline.org)  
Get Safe Online is supported by HM Government and leading businesses.

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## Data retention

1. Unless a longer retention period is required or permitted by law, we will only hold your Data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy or until you request that the Data be deleted.
2. Even if we delete your Data, it may persist on backup or archival media for legal, tax or regulatory purposes.

## Your rights

1. You have the following rights in relation to your Data:
2. Right to access – the right to request (i) copies of the information we hold about you at any time, or (ii) that we modify, update or delete such information. If we provide you with access to the information we hold about you, we will not charge you for this, unless your request is “manifestly unfounded or excessive.” Where we are legally permitted to do so, we may refuse your request. If we refuse your request, we will tell you the reasons why.
3. Right to correct – the right to have your Data rectified if it is inaccurate or incomplete.
4. Right to erase – the right to request that we delete or remove your Data from our systems.
5. Right to restrict our use of your Data—the right to “block” us from using your Data or limit the way in which we can use it.
6. Right to data portability – the right to request that we move, copy or transfer your Data.
7. Right to object – the right to object to our use of your Data including where we use it for our legitimate interests.
8. To make enquiries, exercise any of your rights set out above, or withdraw your consent to the processing of your Data (where consent is our legal basis for processing your Data), please contact us via this e-mail address: [legal@hrdr.co.uk](mailto:legal@hrdr.co.uk)

9. If you are not satisfied with the way a complaint you make in relation to your Data is handled by us, you may be able to refer your complaint to the relevant data protection authority. For the UK, this is the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at <https://ico.org.uk/>
10. It is important that the Data we hold about you is accurate and current. Please keep us informed if your Data changes during the period for which we hold it.

### Links to other websites

1. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

### General

1. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.
2. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.
3. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
4. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.



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## Changes to this privacy policy

Order Employment Services Limited reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact Order Employment Services Limited by email at:

[legal@hrdr.co.uk](mailto:legal@hrdr.co.uk)

## Cookies Info:

We and our trusted partners use cookies and other technologies in our related services, including when you visit our Site or access our services. A "cookie" is a small piece of information that a website assign to your device while you are viewing a website. Cookies are very helpful and can be used for various different purposes. These purposes include allowing you to navigate between pages efficiently, enable automatic activation of certain features, remembering your preferences and making the interaction between you and our Services quicker and easier. Cookies are also used to help ensure that the advertisements you see are relevant to you and your interests and to compile statistical data on your use of our Services.

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The Site uses the following types of cookies:

1. **'session cookies'** which are stored only temporarily during a browsing session in order to allow normal use of the system and are deleted from your device when the browser is closed;
2. **'persistent cookies'** which are read only by the Site, saved on your computer for a fixed period and are not deleted when the browser is closed. Such cookies are used where we need to know who you are for repeat visits, for example to allow us to store your preferences for the next sign-in;
3. **'third party cookies'** which are set by other online services who run content on the page you are viewing, for example by third party analytics companies who monitor and analyse our web access.

Cookies do not contain any information that personally identifies you, but Personal Information that we store about you may be linked, by us, to the information stored in and obtained from cookies. You may remove the cookies by following the instructions of your device preferences; however, if you choose to disable cookies, some features of our Site may not operate properly and your online experience may be limited.

We also use a tool called "Google Analytics" to collect information about your use of the Site. Google Analytics collects information such as how often users access the Site, what pages they visit when they do so, etc.



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We use the information we get from Google Analytics only to improve our Site and services. Google Analytics collects the IP address assigned to you on the date you visit sites, rather than your name or other identifying information. We do not combine the information collected through the use of Google Analytics with personally identifiable information. Google's ability to use and share information collected by Google Analytics about your visits to this Site is restricted by the Google Analytics Terms of Use and the Google Privacy Policy.

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