



OUR PRIVACY POLICY

At Astrantia People Consulting Limited, we understand your privacy is important to you. You'll want to know that care is taken over how your personal data and information is used. We get that.

We treat the information you share with us with respect and care. That includes how we use any personal information we might gain as a result of your visits to, and use of, our website. We apply the same level of care to the personal data we gather, collect and record about the people and companies who use our services too.

As this is about you and your personal data, we encourage you to take time to read our Privacy Policy to make sure you understand it. In the same way you accept the terms of use of our website, it will be deemed that you accept our Privacy Policy if you continue to visit and use our website. If you don't accept and agree with our Privacy Policy once you've read it, you must stop using and exit our site immediately.

Before we go any further, we thought it would be helpful to define some of the words and terms you might see.

Data	That's all information you might give us when you use or visit our website. There are Data Protection Laws that define that for us.
Personal Data	Rather helpfully, the definition of personal data is set out and defined in the GDPR. Check out the Regulations to see the full definition but very simply, it's any information about you, that means you can be identified. Examples include; your name, address, phone number, identification information and electronic location information.
Data Protections Laws	You've probably already heard the term GDPR but the term Data Protection Laws refers to any, and all, applicable law (e.g. any national legislation, supplementary laws, regulations and legislation) that relates to how we process your personal Data.
GDPR	This is the abbreviation for the General Data Protection Regulations.
Astrantia People Consulting Limited "we" or "us"	That's us. Our company is Astrantia People Consulting Limited. We're registered England and Wales with the registration number: 15905172. Our company is headquartered at Westbury House, Steam Mills, Midsomer Norton, Somerset BA3 2JY.
"User" or "you"	This is any third party that accesses the Website. It doesn't include: i) anyone employed by Astrantia People Consulting Limited and acting in the course of their employment or ii) anyone engaged as a consultant or otherwise providing services to Astrantia People Consulting Limited and accessing the website in connection with the provision of services.
Data Controller	Astrantia People Consulting Limited fulfils the role of Data Controller. We determine the purpose and manner in which your data is processed.
Website	This is the website you are currently using, www.astrantiapeopleconsulting.co.uk , and any sub-domains of this site unless expressly excluded by their own terms and conditions.



This policy relates to only to the actions relating to this website. For clarity, this website is not intended to be used by children. And we do not knowingly collect data relating to children. We make sure we fulfil all our legal obligations and respect your rights under law.

Our website might contain links to other sites. Please remember that we have no control over the information those other companies, groups, partners or people might gather, collect, store or use. As a result, please do check their privacy policies before you provide them with any personal information or data.

How we collect data:

We collect data in the following ways;

- data given to us by you; and
- data that is collected automatically.

Data that is given to us by you:

We collect your data in different ways, mainly when you contact us through the website. We've set out the data we may collect in full or part so you can understand what that is:

- Your name, email address, telephone number and contact details
- Payment information and financial details
- Details about the role you do, the company you work for and the work they do
- Your IP address, browser and operating system information

We do not collect any data that's defined as special categories of personal data. That includes information about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). We also don't collect any information about criminal convictions and offences.

Where we need to collect your personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you. In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

Data that is collected automatically:

When you access this website, we will collect your some of your data automatically. This information helps us make improvements to the information and content on this site and how we help people navigate it. That information could include your IP address, the date, times and frequency of your visits and the way you use and/or interact with our content. We will collate and analyse that information.

What we do with that data and how we use it:

We can't just collect data for the sake of it. We need a lawful reason for collecting your personal information. Mostly commonly, we'll use your data in the following circumstances:



- **Performance of Contract:** We'll process your data so that we can meet the obligation we've set out and agreed with you, or to take steps at your request before entering into a contract like that.
- **Legitimate Interest:** We'll process your data if it's in the interest of conducting and managing our business, and it means we can give you the best service/product and the most secure experience. In situations like that, we'll consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data.
- **Comply with a legal or regulatory obligation:** We obviously have a responsibility to process your personal data where we have to comply with a legal or regulatory obligation.

For us to have a meaningful relationship, there is some information and personal data that its good for us to have, particularly if we are contracting to deliver work or provide a service to you. We've included some of the ways it's likely that we'll use your personal data.

- Personalising, tailoring, promoting and supplying our products and services to you;
- Responding to any queries or contact you make with us through our website;
- To register you as a customer and to talk to you about the services we offer and can provide to you to meet any requirements you might have;
- Agreeing meeting dates and times, responding to your emails, messages and call – day to day communication;
- Keeping you up to date with information and news about our company, updates on the products and services we offer and provide; and/or
- Maintaining our own accounts and company records.

We may use some of your data to form a view on what we think you may want or need from us, or information that you might have of interest. This is how we decide which products, services and offers may be relevant to you and our organisation.

You could receive marketing communications from us if you have used our services or if you have provided your details when making an enquiry to us and, in both cases, you have not opted out of receiving that marketing.

In all cases, we want you to know that you won't be sent anything that's unlawful, particularly in terms of marketing material.

There may be a few situations where we need to provide your data to a third party. We see these are being minimal and predominately linked to our need to contract, process payment and communicate with you. Examples include; Mettle, FreeAgent, Royal Mail, Zoom, Teams and LinkedIn. We'd encourage you to review their privacy policies too.

Opting Out:

You can ask us or any third parties, to stop sending you marketing messages at any time. Where you opt out of receiving those messages, this will not apply to personal data provided to us as a result of



situations including; purchase of a service from us, agreement to enter into a contractual relationship, service experience or other transaction.

Cookies:

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website could become inaccessible or not function properly.

Change of Purpose:

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please Sam Baker.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. To comply with our legal obligations, we may process your personal data without your knowledge or consent, where this is required or permitted by law.

Keeping your data secure:

We will do all we can to keep your data secure. We store data securely on our systems and we have measures in place to deal with any suspected data breaches. If you suspect any misuse, loss or unauthorised access to your data or personal information, please let us know immediately by contacting sam@astrantiapeopleconsulting.co.uk

We would encourage you to get detailed information from Get Safe Online on how to protect your information, computers and devices against fraud, identity theft, viruses and other online problems. Please visit www.getsafeonline.org for more details.

How long we hold your data for:

The GDPR sets out the length of time we can keep your personal data. So, unless a longer retention period is required or permitted by law, we will only hold your data on our systems for the necessary period of time needed in order for us to fulfil our obligations, or until you ask us to delete it.

We will not keep your personal data for any longer than is necessary. We'll keep it for a maximum period of three years.

Your rights:

It's important to mention that you have rights in relation to your data. These are set out and defined in the GDPR.

- **Right to access** – you can access copies of the information we hold about you at any time or when we update, modify or delete that information. This is called a “subject access request.” There is a process to this which is set out and defined in the GDPR. If we provide you with access to that, we won't charge you, unless your request meets the definition of being “manifestly unfounded or excessive” as in situations like that, we are legally permitted to refuse your request. If so, we'll tell you the reasons why.



- **Right to correct** – you can have your data corrected, updated or changed if it is incorrect or incomplete.
- **Right to erase** – you can ask us to delete or remove your data from our systems.
- **Right to restrict our use of your data** – you can limit our use of your personal data or “block” us from using it.
- **Right to data portability** – you can ask us to move, copy or transfer your data.
- **Right to object** – you can object to our use of your data, including where we use it for our legitimate interests.

If you want to exercise any of the rights listed above, ask any questions or withdraw your consent to process of your data (where consent is the legal basis for us processing your data) please contact sam@astrantiapeople.co.uk

If you have concerns about how we handle your personal data, including how we respond to a data subject access request, please see our Data Protection Policy, which explains how to raise a data protection complaint with us.

If the situation where you’ve made a complaint and feel that it hasn’t been dealt with by us in a satisfactory way, you can refer your complaint to the Information Commissioner’s Office (ICO). Their contact details can be found on their website www.ico.org.uk

It is important that the data we hold about you is current and accurate. Please keep us informed of any changes during the time we hold your data.

Use of Artificial Intelligence (AI) in HR-Related Work:

We use AI tools in a limited way to support tasks such as structuring documentation, summarising non-personal information, and enhancing the clarity of written materials.

AI is used as an assistive tool only; all professional advice, analysis, and decision-making remain human-led.

We do not use AI to analyse or process personal data. Any information used with AI tools is anonymised or restricted to non-personal content, and we work only with providers that meet appropriate data-protection and security standards.

A few pieces of general information:

You aren’t able to transfer any of your rights under this Privacy Policy to any other person. We may transfer our rights under this Policy where we reasonably believe your rights will not be affected.

If any court or competent authority finds that any provisions of this 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 Policy will not be affected.

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.

Helping leaders elevate their people
experience to drive business growth



We reserve the right to change this Privacy Policy as it deems necessary from time to time or as may be required by law. Any changes will be immediately posted on our website.

If you have any questions or require any further information about any aspects of this Policy, please do contact Sam Baker, Director of Astrantia People Consulting Limited by email at sam@astrantiapeople.co.uk

This Policy was last reviewed and updated: June 2026.