

Holst

WORKPLACE EFFECTIVENESS

Holst – Privacy Notice

Nature of work – McQuaig Psychometric Assessment Supplier (Data Processor) & Training Company (Data Controller)

Contact:

Holst
31 Market Place
Henley-on-Thames
Oxfordshire
RG9 2AA

Tel: 0203 111 9292

Email: hello@weareholst.com

Description of processing

The following is a broad description of the way Holst processes personal information.

Reasons/purposes for processing information

We process personal information to enable us to provide training to our customers and clients; to promote our services, to maintain our own accounts and records and to support and manage our employees.

We are the UK Supplier of the McQuaig Psychometric system and process data that the Client (the Data Controller) collects and controls.

The McQuaig Institute of Executive Development (MIED) is the sub-processor of the McQuaig Psychometric System and a Model Clause Contract is in place between Holst and MIED. Relevant Appendices are available on request.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- business activities of the person whose personal information we are processing
- training details
- goods and services

Who the information is processed about

We process personal information about:

+44 (0)203 111 9292
hello@weareholst.com
www.weareholst.com

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- customers
- clients
- trainers
- employees
- suppliers
- professional advisers and consultants
- complainants, enquirers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- business associates and other professional advisers
- trainers
- other companies in the same group

Your right of access

You have the right to ask us for copies of your personal information. Please see our Subject Access Request Policy on our website www.weareholst.com or contact us via email: hello@weareholst.com or on the telephone 0203 111 9292.

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. Please contact us via email: hello@weareholst.com or on the telephone 0203 111 9292.

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances. Please contact us via email: hello@weareholst.com or on the telephone 0203 111 9292.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. Please contact us via email: hello@weareholst.com or on the telephone 0203 111 9292.

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You are not required to pay any charge for exercising your rights. We have one month to respond to you.

Please also see our Data Protection Policy and Subject Access Request Policy for further details.

We work to high standards when it comes to processing your personal information. If you have queries or concerns, please contact us at hello@weareholst.com and we'll respond.