



HR partner to you and your business

Privacy Policy

AvloHR Ltd respects your personal information and undertakes to comply with all applicable data protection legislation currently in force.

We may use personal information provided by you either with your consent or on the basis of the following:

1. **Contract:** the processing is necessary for a contract we have with you
2. **Legitimate interests:** the processing is necessary for both parties legitimate interests to be able to provide a high level of service to you

Except as provided under these terms, we will not disclose your personal information without your permission unless such disclosure is required by law or other court order.

You are entitled to request a copy of the information which we hold about you. If you become aware that the personal information we hold about you is inaccurate, you may request that we amend it. Any requests in this respect or any other correspondence relating to this notice should be directed to us at the details below.

Where processing is based upon consent, you have the right to withdraw consent at any time which will not affect the lawfulness of processing based on consent before its withdrawal.

How information about you will be used

We collect the following information about you and any authorised user able to use our service:

- Name
- Address
- Email address
- Phone number

AvloHR Ltd

SC657125

0141 225 1310

Suite 2/3. Clyde Offices. 2nd floor. 48 West George Street. Glasgow. G2 1BP

HR

Employment Law

Training



This information is used by us to provide you with the service you have with us.

This information is only used by us and is not shared with any third party. We retain this information for the duration of our contract with you and for six years thereafter.

The Supervisory authority in the UK & NI is the Information Commissioner's Office (ICO). Where you have a complaint regarding the handling of your data which you do not think can be handled internally, then you have the right to make a complaint to the ICO.

If you wish to make a Subject Access Request to retrieve data we hold about you, please write to:

Caroline Gurevitz

Director

AvloHR Ltd

Suite 2/3 Clyde Offices

48 West George Street

Glasgow

G1 1BP

If you do make a Subject Access request, we will provide you, usually within 30 days of the request, with:

- a description of the data we hold about you;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.