###### Privacy Policy

At Cobalt HR we are committed to protecting and preserving the privacy of our visitors when visiting our site or communicating electronically with us.  This Privacy Policy contains an explanation of what happens to personal data that you choose to provide to us or we collect from you on [www.cobalt-hr.co.uk](https://www.cobalt-hr.co.uk/) (“Website”). Please read this policy carefully as it affects your legal rights.

We may update this Privacy Policy from time to time and it is your responsibility to check to ensure you are aware of the contents of the most up to date policy at any given time.  Where the context permits, the words “we”, “our” and “us” are a reference to Cobalt HR.

**Information We Collect**

In running and operating this website we only collect and process data and information which you give us. This data and information is detailed below:

* Information that visitors provide to us as a result of filling in forms on our website, such as when a visitor contacts us for information.
* Information provided to us when our visitors communicate with us electronically for any reason.

**Use of Cookies**

Cookies are sometimes used to improve the website experience of a visitor to a website. We may sometimes use cookies on this website to record aggregate statistical information about the visitors to our site and the use that our visitors make of the website. When collected this information is used by us to improve our website and further enhance the visitor experience. Please note that no personally identifiable information is recorded.

**Use of Your Information**

The information we collect is used in administering and developing our website. In addition, we may use the information to provide you with information relating to our website, products or our services and to notify you about changes to our products and services.  If you are an existing customer, we may contact you with information about goods and services similar to those that you have expressed an interest in previously via our website.  If you are a new customer, we will only contact you when you have provided consent and, only by those means you provided consent for.  If you do not want us to use your data for our use then you will always have the option to object to such use.

**Storing Your Personal Data**

Information that we collect may on occasion be transferred and stored for the purpose of supplying our goods or services to you. By submitting your personal data, you agree to this storing or processing. We will always take all reasonable precautions to make sure that your data remains secure and is handled in accordance with this Privacy Policy.  Data that is provided to us is stored securely. However, the transmission of information via the internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk.

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**Disclosing Your Information**

We may disclose your data to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.  Where applicable, we may also disclose your personal information to third parties:

* Where we are legally required to disclose your information.
* To assist fraud reduction and minimise credit risks.

**Access to Information**

The Data Protection Act 1998 and the General Data Protection Regulations gives all individuals the right to access personal information that is held about them. You can request a copy of any information that we hold about you. Please contact us if you wish to make such a request.

**Contacting Us**

If you have any questions or queries relating to this Privacy Policy then please contact us at or by our contact form.