

Azura HR (“we”, “us”, “our”) is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, store and protect personal data when you visit our website or engage with our HR consultancy services, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

## 1. Who We Are

Azura HR is a UK-based HR consultancy providing HR advice and support to businesses.

**Data Controller:** Azura HR

**Email:** [Info@azurah.co.uk](mailto:Info@azurah.co.uk)

**Registered address:** 5 Brayford Square, London E1 0SG

## 2. Personal Data We Collect

We may collect and process the following types of personal data:

### a) Information you provide to us

- Name
- Job title
- Company name
- Email address
- Telephone number
- Enquiry details or messages submitted via our contact forms
- Any other information you choose to provide when contacting us

### b) Automatically collected information

When you visit our website, we may collect:

- IP address
- Browser type and version
- Pages visited and time spent on the website
- Device and operating system information

This information is collected through cookies and similar technologies (see section 8).

## 3. How We Use Your Personal Data

We use your personal data to:

- Respond to enquiries and provide HR consultancy services
- Communicate with you about our services
- Manage client relationships
- Improve our website and services
- Comply with legal and regulatory obligations

We will not use your data for purposes that are incompatible with those listed above.

## 4. Lawful Basis for Processing

Under UK GDPR, we rely on the following lawful bases to process personal data:

- Legitimate interests** – to operate and grow our consultancy business
- Contract** – where processing is necessary to deliver services to you
- Consent** – where you have explicitly agreed (e.g. marketing communications)
- Legal obligation** – where required by law

## 5. Sharing Your Personal Data

We do not sell your personal data.

We may share your data with:

- Trusted service providers (e.g. IT, website hosting, email providers)
- Professional advisers (e.g. legal or accounting services)
- Regulatory or law enforcement bodies where legally required

All third parties are required to respect the security of your data and process it in accordance with the law.

## 6. Data Retention

We will retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including legal, accounting or reporting requirements.

When data is no longer required, it will be securely deleted or anonymised.

## 7. Your Data Protection Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your personal data
- Restrict or object to processing
- Request data portability
- Withdraw consent at any time (where consent is relied upon)

To exercise any of these rights, please contact us at: [info@azurah.co.uk](mailto:info@azurah.co.uk)

## 8. Cookies

Our website uses cookies to improve functionality and user experience. You can control or disable cookies through your browser settings. For more information, please see our **Cookie Policy** [if applicable].

## 9. Data Security

We take appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse or alteration.

## 10. Complaints

If you are unhappy with how we handle your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO):

**Website:** [www.ico.org.uk](http://www.ico.org.uk)

**Telephone:** 0303 123 1113

## 11. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. Any changes will be posted on this page, with the updated date clearly shown.