Privacy Notice for Holla HR Ltd- Effective Date: 1st October 2026

Introduction

Holla HR is committed to protecting the privacy and security of the personal data we handle. This privacy notice explains how we collect, use, and protect personal data in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). It applies to all personal data we process in our role as a data controller.

Who We Are

Holla HR is a human resources consulting and coaching company that offers HR, coaching and recruitment services to support individuals and organisations in managing their HR needs effectively. Our contact details are as follows:

Address: Picadilly Business Centre Unit C Aldow Enterprise Park, Blackett Street, Manchester, M12 6AE

Email Address: info@hollahr.com

Phone Number: 07834072538

What Data We Collect and Why

We collect and process personal data to deliver our HR services, including recruitment, employee relations, HR management, and consulting. The categories of data we may collect include:

- **Contact Information:** such as name, address, email address, and phone number.
- **Employment Information:** such as employment history, qualifications, skills, references, and performance records.
- **Identification Information:** such as date of birth, national insurance number, and other relevant IDs.
- **Special Category Data:** such as health information, where necessary for specific HR processes, such as absence management, diversity monitoring, or for compliance with applicable laws.

We also collect personal data directly from individuals, or through third-party sources, such as employers, occupational health and recruitment agencies, as necessary to provide our services.

How We Use Your Data

We process personal data for various purposes, including:

- To provide HR consulting services to our clients.
- To assess and recruit candidates on behalf of clients.
- To manage employee relations and HR compliance for client organisations.
- To fulfil our contractual obligations and legal requirements.

We process data based on the following legal bases:

- **Consent:** When you have provided clear consent for us to process your personal data.
- **Contract:** Where processing is necessary to fulfil our contractual obligations.
- **Legal Obligation:** Where we are required by law to process data.
- **Legitimate Interests:** Where processing is necessary for the legitimate interests of Holla HR or a third party, unless overridden by your interests or fundamental rights.

Data Sharing and Transfers

We may share personal data with:

- **Clients:** to fulfil the purposes described above, such as HR services.
- **Service Providers:** who provide us with IT, administrative, and support services.
- **Legal and Regulatory Authorities:** as required by law. We ensure that any data transferred outside of the European Economic Area (EEA) is protected by appropriate safeguards in compliance with GDPR.

Data Retention

We retain personal data only as long as necessary for the purposes it was collected, or as required by law. We will securely delete or anonymise data when it is no longer needed.

Your Rights

Under GDPR, you have rights regarding your personal data, including:

- **Access:** To request access to your personal data.
- **Rectification:** To request correction of inaccurate or incomplete data.
- **Erasure:** To request the deletion of your data in certain circumstances.
- **Restriction:** To request restriction of processing in certain cases.
- **Data Portability:** To receive a copy of your data in a structured, machine-readable format.
- **Objection:** To object to processing based on legitimate interests or direct marketing.

Picadilly Business Centre Unit C Aldow Enterprise Park, Blackett Street, Manchester, M12 6AE

Holla HR Limited is a Registered Company in England and Wales, Registered Company Number - 14905223

To exercise these rights, please contact us at the details provided above. We may need to verify your identity before responding.

Data Security

Holla HR implements appropriate technical and organisational measures to safeguard personal data against unauthorised access, loss, or misuse. Our measures include encryption, access controls, and secure storage.

Changes to This Privacy Notice

We may update this notice periodically. Any changes will be posted on our website with the revised effective date. We encourage you to review this notice regularly.

How to Contact us and How to Complain

If you have any questions, concerns, or complaints about this privacy notice or our data processing practices, please contact us at:

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Email Address: info@hollahr.com

Phone Number: 07834072538

If you remain dissatisfied, you may also contact the Information Commissioner's Office (ICO), the UK's supervisory authority for data protection issues.

This privacy notice provides information on how Holla HR Ltd processes personal data in compliance with the Data Protection Act 2018 and GDPR.