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## Paramount HR Privacy Statement

Thank you for visiting Paramount HR Solutions. We appreciate you taking an interest in our company.

We take your privacy very seriously, and the protection of your personal data is important to us. It is also important to us to be transparent about what data we are collecting from you. This includes data given by you and also data collected automatically by the webpage.

When you use our website we may collect and process data to help to enhance your experience, help us measure the effectiveness of our web pages and to alert us when there are technical problems.

We may automatically store technical access data, such as the IP address of any computers requesting data, pages viewed as well as time and date of the visit.

Collection and Processing of Personally Identifiable Information (personal data), PII, is any information relating to a person that can be used to directly or indirectly identify that person.

We will only collect or process any personal data which you have voluntarily provided by completing the Contact Forms on our web pages. We will only use this information to respond to your enquiry and to provide services requested by you.

If we share this information with any third parties it will only be in connection with providing services to you which you have requested. In this instance, any information about third parties involved in delivering your services will be provided within the service contract and terms of business agreed between us at the time of engaging our services.

You can request to see any personal data we are storing about you at any time. If you wish to do this please contact marion@paramount-personnel.com

### Cookies

Our website uses "cookies". These are designed to make our website more effective, secure and user-friendly. Cookies are small text files that are placed on your hard drive and stored by your browser. Most of the cookies we use are "session cookies" and are automatically deleted at the end of your visit. They do not cause any damage to your computer or contain any viruses.

### Google Analytics

This website uses Google Analytics. These are services of Google, and also contain cookies, used to enable analysis of the way in which you interact with our website, generate reports for the site operator relating to website activities and to provide other services in connection with website and internet use.

Information generated by the cookies on our website could be transferred to and stored on a Google server in the U.S. Google will anonymise this detail, so that your IP address is not identifiable. Google complies with all data protection legislation relating to transfer of data outside of the EU.

### Security of your data

The data disclosed by you is protected by us through suitable technical and organisational means in order to protect it against accidental or intentional manipulation, loss, destruction or access by individuals not authorised to access this data. We check our security measures on an ongoing basis.

Your trust is very important to us at Paramount HR Solutions, and we wish to be completely transparent at all times with respect to any interactions that we have with you, whether through the website or any other means. Therefore we are happy to answer any questions you may have with respect to processing of your data. If you still have any concerns or any further questions please contact us by phone, email or by using our online contact form.