



[Privacy Statement and Data Protection](#)

Vetsa Consulting Services Limited is committed to privacy for everyone who accesses our website, or who shares their information to us in various communication channels including website contact form, email, and various social media. Under the new GDPR legislation effective from 25th May 2018, we must comply with certain regulations which are designed to ensure that any data you provide to us is processed with the upmost, due care and attention.

This Privacy Notice details how and why your personal information may/ will be collected and processed by Vetsa Consulting Services Limited.

We acknowledge and agree the practices in which your personal data will be handled in accordance to current data protection laws including GDPR.

'Vetsa Consulting Services Limited', of office address "#3 The Quadrant, Warwick Road, Coventry, CV61EW" will be the data controller.

Our business

We are a Technology Advisory, Consulting, Implementation, Training and Services business. We may collect the personal data of the following;

- Prospective candidates for different types of roles we offer
- Prospective and live client contacts
- Employees and consultants
- We may collect information about you to carry out our core business and ancillary services activities



The information provided by you or we collect

The information we may collect or process and/ or retain may include some or all of the below:

- Your name
- Your address
- Your telephone numbers
- Your email address
- Your CV or work history summary
- Any other work related information you provide for example, education, professional qualifications etc
- Identification documentation such as Passport or Driving Licence
- Communications with you
- Right to work in the UK
- National Insurance Numbers
- References
- Job offers
- Links to professional profiles available in the public domain e.g. LinkedIn, Twitter, Facebook or corporate website
- Employment details

This information will have been provided, or will be provided by you or a third party who we work with, or via contact form on our website 'www.vetasconsulting.com', or by corresponding with us by telephone, email or otherwise. It may also includes information you provided when you subscribe to our services, participate in discussion boards, or social media including our website/s.

We collect and process sensitive personal data only so far as is necessary to ensure we conform with legal requirements. By using our website and/or our communication channels, you consent to us collecting and processing sensitive personal data supplied by you and disclosing this information to prospective clients in connection with the business processes as necessary.



How we use the information

The above information may be used to help provide or promote our services to our clients/ customers globally. However, in the event of working with clients outside of the EEA, personal data shall not be transferred unless that country ensures adequate level of protection or the appropriate safeguards in place. Before any transfer of takes place outside the EEA, we may provide you with further information.

How we hold your personal data

Personal information we collect is stored in password controlled servers with limited secured access, and we protect this information from loss or misuse, and from unauthorized access, disclosure, alteration or destruction

Disclosure of your information

Your information may be shared or sent to prospective clients as per business engagement demands. We will inform you what is being shared when the situation arises.

Legal basis for processing your data

Our legal basis for the processing of your personal data is our legitimate business interests. As a Consulting organization, we may ask candidates and our employees to engage with our clients for various levels/ types of delivery engagements, though the personal data that may be shared would be the essential information required for that engagement purposes only.

We will rely on legal obligation if we are legally required to hold information on you to fulfil our legal obligations.

We will in some circumstances rely on consent for particular use of your data and you will be asked for your express consent, if legally required. Examples of when consent may be the lawful basis for processing include permission to introduce you to a client of ours.

VETSA CONSULTING SERVICES LIMITED

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Your rights

You have the right to ask us not to process your personal data for any other purposes than intended for example promotion or marketing. We will usually inform you, if we intend to disclose your information to any third party for any such purposes like marketing we will collect express consent from you prior to using your personal data for those purposes.

You have the right at any time to ask for a copy of the information about you that we hold. If you would like to make a request for information please email info@vetsaconsulting.com. You will, under GDPR, have additional rights such as; erase, correction, restriction of processing, objection and data portability.

Retention of your data

We understand our legal duty to retain accurate data and only retain personal information as long as we need it for our legitimate business interests and that you are happy for us to do so.

We may hold your data for 12 months after it was last used. After 12 months of non-usage we may contact you to ask if you want to keep your details on our records. If you do not indicate that you wish your details to be retained on our databases/ servers, we will archive your details or delete your records. In order for us to keep your data safe and up to date, prompt responses are required.

We run routine actions to remove data that we no longer have a legitimate business interest in maintaining. We may keep in touch with you so you can let us know of changes to your personal data.

Withdrawal of consent

If you have provided us with your consent to process data, for the purpose of using our services and/or for suitable employment, you have the right to withdraw this at any time. In order to do so you should contact us by email at info@vetsaconsulting.com



Queries or Complaints

If you have any queries or complaints about the way we are collecting and using your personal data, you should raise this with us in the first instance contacting us at email info@vetsaconsulting.com

Changes to our privacy notice

This Privacy Notice may be changed at any time by us.

Revision History

V1: April 2018;

V2: January 2019;