



## ReWired HR Consultants Privacy Policy

ReWired HR Consultants (We) know that the user of this website (You), care about how information about You is used, shared and processed and We appreciate and value your trust in using our services.

We are committed to protecting Your privacy as a visitor to the ReWired HR Consultants website. This Privacy Policy sets out how we collect and process your personal data in connection with us, as a client or as a user of Our website. It is important that you read this privacy notice so that you are fully aware of *how* and *why* we are using Your personal data.

Any processing of personal information collected as a result of the use of this website by clients or other persons is governed by the provisions of Data Protection Legislation, in particular Regulation (EU) 2016/679 (General Data Protection Regulation) and the Maltese Data Protection Act (Chapter 440 of the Laws of Malta).

This website is not intended for minors and/or children and We do not knowingly collect data relating to children or minors.

### Contact Details

You can write to us at ReWired HR Consultants, 65, Triq it-Torri, Mosta, MST3503, MALTA.

You can also contact us by emailing on [info@rewired.com.mt](mailto:info@rewired.com.mt)

ReWired HR Consultants is a registered trademark. Our registered VAT number is MT 26575801

## Data We Collect

We collect your personal data or information in order to be able to improve our services. We may collect, use, store and transfer different kinds of personal data including:

**Identity Data** which includes Your first name, surname, date of birth and gender.

**Contact Data** which includes Your postal address, email address, telephone number and mobile number.

**Communications Data** which includes Your communication preferences in receiving our newsletter and information emails.

We do not collect any Special Categories of Personal Data about You (including details about Your race, ethnicity, religious beliefs, sexual orientation, political opinions, trade union membership or health data.)

## How We Collect Your Data

We only collect the personal data through this website through direct interaction. This means we collect the information you intentionally give us permission to collect by filling in the Contact Us form on Our website, by registering for Our newsletter, by sending Us emails or by applying for Events we may advertise from time to time.

## How We Use Your Personal Data

Any personal data that you provide us with will only be used as allowed by the law. Mostly, we will use Your personal data in the following circumstances:

To contact you and answer, either my email or by phone call, any inquiry you may submit through Our Website;

To fill in details We need to perform the contract we are about to enter, or have entered with You;

To send You information about our services from time to time.

Should You wish us to delete any or all of your personal data, send a written request to [info@rewired.com.mt](mailto:info@rewired.com.mt) or phone +356 99860111

### **Use of Cookies**

Our website does not store cookies, but we retain your basic personal data collected through the Inquiry Form for as long as necessary to fulfil the purposes we collected it for (see Data Retention).

### **Data Security**

We are committed towards ensuring that any data collected through this website is kept securely at all times. We have taken all reasonable measures to prevent unauthorised access or disclosure of this information through the installation of appropriate physical, electronic and managerial procedures to safeguard and secure any information collected.

### **Disclosure of Data**

We may share Your personal data with partners, associates or employees and other third parties who have a business need to know. They will be required to respect the security of Your personal information and treat it in accordance with the law. We do not allow third-party service providers to use Your personal data for their own purposes and only permit them to process Your personal data for specified purposes and in accordance with Our instructions and are subject to a duty of confidentiality.

### **Data Retention**

We will only retain your basic personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.



By law, we have to keep basic information about our clients (contact, identity, financial and transaction data) for five years after they cease being clients for fiscal purposes.

Data related to certificates of attendance (including contact and identity data) will be kept for five years and will only be accessed if and when a copy of the certificate is requested.

In some circumstances We may anonymize Your personal data (so it may no longer be associated with You) for research or statistical purposes. In this case we may use this information indefinitely without notifying you.

Last updated 12<sup>th</sup> September 2020