

# Hansa's Staff Privacy Policy

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## UPDATED PRIVACY POLICY

Hansa's Gujarati Vegetarian Restaurant ('we') are committed to protecting and respecting the privacy of all employees of Hansa's Restaurant and Hansa's Cookery School.

To comply with the new General Data Protection Regulation (GDPR) that is coming into effect from May 25, 2018, we have updated our privacy policy to ensure that you are clear about how we utilise your information.

This policy clearly explains how we process any personal data that we collect from you, or that you provide to us. Please read the following information carefully to understand our views and practices regarding the personal data that we hold, and how we treat it.

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## INFORMATION WE COLLECT FROM YOU

We collect any personal data that you volunteer on to us (for example making a Job Application, filling DHS forms, etc ), and via any email correspondence that you may send to us. The information you give to us may include your name, address, email address, telephone number, DHSS number, DWP number, etc.

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## WHAT DO WE DO WITH THE INFORMATION WE GATHER

We gather your personal information to ensure that we follow the legal requirement as stipulated by DHSS and DWP. We will also utilise your personal information to keep our employment records updated.

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## DO WE DISCLOSE YOUR PERSONAL DATA TO THIRD PARTIES?

The information provided by you will not be disclosed to any other third party, unless consent has been obtained by yourself prior, or unless otherwise required to do so by law.

Details we hold on file for Hansa's Restaurant employment is only available to be viewed by **Hansa's proprietors and managers only**. Other than those entities highlighted above, we will not share details held on behalf of nominees to any other third party, unless permission has been obtained prior.

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## **YOUR RIGHTS**

While we obtain your consent prior to processing your data for our marketing purposes, you have the right at any time to ask us not to process your data by contacting us at Hansa's Gujarati Vegetarian Restaurant, 72/74 North St, Leeds LS2 7PN. Alternatively you can submit your request to [info@hansasrestaurant.com](mailto:info@hansasrestaurant.com)

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## **CHANGES TO OUR PRIVACY POLICY**

Any changes we may make to our Privacy Policy will be posted on this page, and where appropriate, you will be notified via email. Please check back frequently to see any updates or changes to our current policy.

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## **CONTACT**

Queries, comments and requests regarding this privacy policy are welcomed and should be addressed to Hansa's Gujarati Vegetarian Restaurant, 72/74 North St, Leeds LS2 7PN.