

Privacy Policy 2026

This notice is easy to read. It uses short sentences and plain English. If you need this notice in another format, contact us using the details below.

About us

We are Breathing Space HR Limited. Our company number is 05872679. We are registered in England and Wales.

Our registered address is:

- 19 King Street
- The Civic Quarter
- Wakefield, West Yorkshire
- WF1 2SQ

In this notice, we call ourselves “we”, “us” or “our”.

We are the Data Controller for the personal information we collect, hold and use about you. This notice explains what we do and why.

Contact us

You can contact us in any of these ways:

- Phone: 0113 426 7735
- Email: hello@breathingspacehr.co.uk
- Post: 19 King Street, The Civic Quarter, Wakefield, West Yorkshire, WF1 2SQ

We take the security of your personal information seriously. This notice explains:

- what personal information we collect about you
- how we use that information

Please read this notice carefully. It will help you understand why and how we use your personal information.

Suzie Bogle is our Data Protection Officer. You can contact her using the details above.

We may send you other privacy notices. These add to this notice. They do not replace it.

We may update this notice from time to time. We last updated this version on 12 August 2026.

1. Key words

We explain the key words used in this notice below.

Data Controller

A Data Controller decides how we collect, store and use personal information.

Data Processor

A Data Controller can appoint a Data Processor. A Data Processor carries out tasks on the Data Controller's behalf. For example, a Data Processor might host a website or send marketing emails for the Data Controller.

Personal information

Personal information is any information that identifies a living person. It does not include anonymised information.

Special category information

Special category information is sensitive personal information. Data protection law gives it extra protection. It includes information about:

- health
- racial or ethnic origin
- political opinions
- religious or similar beliefs
- trade union membership

- sex life and sexual orientation
- genetic information
- biometric information

2. Personal information we collect and hold about you

The table below shows the personal information we collect about you, and how long we keep it.

Category	What this includes	How long we keep it
Identity information	Your name (including past names or titles), gender, marital status, and date of birth.	Six years after your employment ends. Right to work proof: two years after your employment ends.
Contact information	Your email address, home address, and phone numbers.	Six years after your employment ends.
Employment information	Information about your employment with the client who has asked us to provide HR support and advice.	Six years after your employment ends.
Payment information	How you pay us, such as bank details, credit or debit card details, and payment amounts and dates.	Three years after your employment ends.
Transaction information	Details of goods, services or digital content we provide to you, and any returns.	Two years.
Survey information	Information you give us in surveys or feedback.	Two years.
Marketing information	Your marketing and communication preferences.	Six years.
Website, device and technical information	Your IP address, browser type and version, operating system, time zone, location settings, and other device details.	We do not collect this information.

Category	What this includes	How long we keep it
Client and supplier contract information	Company details, employee headcount, and personal or sensitive information about employees, where a client has asked us for advice or services.	Six years after your employment ends.

We only keep your personal information for as long as we need it. How long we need it depends on:

- why we collected it
- whether the law requires us to keep it, for example for accounting, auditing or tax reasons
- whether we may need it for legal claims, including guarantees or warranties

The personal information we collect about you may differ. This depends on who you are and your relationship with us.

3. Special category information we collect and hold about you

Section 1 explains special category information.

- We do not collect or hold special category information about you.
- We do not collect information about criminal convictions or offences.

4. How and why we use personal information

We can only use your personal information for certain legal reasons. Data protection law sets these out. Other legal reasons exist too, but we usually rely on these:

- Contract reason: we need to use your information to carry out our contract with you.

- Legitimate interests reason: we need to use your information for our own legitimate interests, or a third party's. We will not do this if it overrides your rights, freedoms or interests.
- Legal obligation reason: the law requires us to use your information.
- Consent reason: you have given us consent to use your information for a specific reason.

Special category information

Section 3 explains special category information. If we need to use special category information, we will usually only do so when:

- you have given explicit consent
- we need to use it for legal claims
- you have made the information public

Do we need your personal information?

Yes. We need your personal information to provide services to you. If you do not give us the information we need, we may not be able to provide the service.

Keep your information up to date

Please tell us if your personal information changes. If you do not tell us, we may not be able to provide the service. For example, if you change address and do not tell us, we may send goods to the wrong address.

Withdrawing consent

If we rely on consent to use your personal information, you can withdraw your consent at any time. Contact us using the details at the start of this notice.

If you withdraw consent, we will stop using your personal information for that purpose. This does not apply if we have another legal reason to use it. If this happens, we will tell you the reason.

Purposes and legal reasons

The table below shows the purposes we use your personal information for, and the legal reason for each purpose.

Purpose	Legal reason(s)
To register you as a customer	Contract reason. Legitimate interests reason (to offer you other goods, services or digital content, and to help us develop our business).
To process your order, including taking payment, giving you order updates, or recovering payment you owe	Contract reason. Legitimate interests reason (to recover money you owe us).
To manage our contract with you and tell you about any changes	Contract reason. Legal obligation reason.
To meet audit and accounting requirements	Legal obligation reason.
To keep records, including for guarantees or warranties on goods, services or digital content	Contract reason. Legal obligation reason.
To improve the goods, services or digital content we supply	Legitimate interests reason (to improve our offer for future customers and grow our business).
To send you marketing about goods, services or digital content you may like (see Section 10)	Legitimate interests reason (to grow our business). Consent reason.
To keep our website running smoothly and correctly	Legitimate interests reason (to keep our website working properly).
To understand how customers and visitors use our website	Legitimate interests reason (to improve and grow our business, including our website, and to understand our customers' needs).

Please note:

- If we rely on the legitimate interests reason, we explain what that interest is.
- Some purposes have more than one legal reason. This is because the reason may change depending on the situation. Contact us if you want to know which reason applies to you.

Anonymised and combined information

Sometimes we anonymise your information so you cannot be identified. We may then use it for our own purposes.

We may also combine your information with other people's information. This creates statistical data. You cannot be identified from this combined data, so we can use it for our own purposes.

Using information for a new purpose

We can only use your personal information for the purposes we told you about. If we want to use it for a new purpose, we will check whether the new purpose fits with the original purpose.

If the new purpose does not fit, we will contact you. We will explain the new purpose and give you a new privacy notice.

5. How we collect personal information

We usually collect the following information directly from you:

- identity information
- contact information
- payment information
- transaction information
- survey information
- marketing information
- employment information

We collect this information when you:

- fill in a form, survey or questionnaire
- buy goods, services or digital content from us
- contact us by email, phone or post
- subscribe to our mailing list
- enter a competition or survey

We may also collect website, device and technical information automatically. We use cookies on our website to do this. See our cookie policy for more details.

6. Who we share personal information with

We may need to share your personal information with other organisations or people.

These include:

Other companies in our group

These companies may act as joint Data Controllers, or as Data Processors on our behalf. They provide services such as:

- health and safety advice
- health benefits
- occupational health reporting
- health surveillance
- accounting or financial management

Third parties outside our group

These may include:

- government and regulatory bodies, such as HMRC and fraud prevention agencies
- our advisers, such as lawyers, accountants, auditors and insurance companies
- email platforms

Buyers of our business

If another organisation wants to buy our business and assets, we may share your personal information with them.

We may share your personal information with Data Processors or Data Controllers, depending on the situation. When we share information with a Data Processor, we put a contract in place. This contract sets out our responsibilities and theirs, including keeping your information secure.

We do not sell or trade your personal information.

7. Sending information outside the UK

Some organisations we share your information with are outside the UK. This means we may transfer your personal information outside the UK.

If we do this, we will follow data protection law. We usually do this in one of these ways:

- We transfer the information to a country or organisation covered by UK adequacy regulations.
- We put in place a safeguard, such as the UK International Data Transfer Agreement or the UK Addendum to the European Commission's standard contractual clauses.
- We rely on another lawful transfer method or exception under data protection law.

Where the law requires it, we check that your information will be protected after the transfer. We put extra protections in place if needed.

Contact us using the details at the start of this notice if you want more information about a specific transfer.

8. Automated decision-making

Automated decision-making means a decision is made without any human involvement. This includes profiling.

Profiling means using computer systems to look at parts of you, such as your behaviour, characteristics, interests or preferences.

Data protection law places limits on automated decision-making and profiling. This applies when the decision has a legal effect on you, or another serious effect.

We do not carry out automated decision-making or profiling that has a legal effect or serious effect on you. If we plan to do this, we will tell you first. We will also tell you the legal reason that allows us to do this.

9. Your rights under data protection law

You have the following rights under data protection law.

Right to request access (subject access)

You can ask us for a copy of the personal information we hold about you. We must also give you other information to help you understand how we use it.

Right to correction

You can ask us to correct incorrect personal information. You can also ask us to complete incomplete personal information.

Right to erasure (the right to be forgotten)

This right applies in certain situations only. Where it applies, you can ask us to erase all your personal information.

Right to restrict processing

This right applies in certain situations only. Where it applies, you can ask us to limit how we use your personal information.

Right to data portability

You can ask us to transfer your personal information to another organisation.

Right to object

You can object to us using your personal information for direct marketing. You can also object if we use the legitimate interests reason and your situation gives you grounds to object. In some cases, you can object to profiling, including profiling for direct marketing.

Right to withdraw consent

If we rely on consent to use your personal information, you can withdraw your consent at any time. Section 4 has more details.

How to use your rights

Contact us using the details at the start of this notice if you want to use any of these rights. Please note:

- We may need information from you to check your identity.
- We do not charge a fee, unless your request is unfounded or excessive.
- We may refuse an unfounded or excessive request.

10. Marketing

You may receive marketing from us about similar goods and services. We will only do this if:

- you have given consent, or
- we have another legal reason to contact you

You can manage your marketing preferences. Every marketing email we send has a link to:

- unsubscribe, or
- change your preferences

You can also contact us using the details at the start of this notice.

If you ask us to stop marketing to you, we will still send you other communications. For example, we may contact you about services you have already bought.

We do not share your personal information with third parties for marketing purposes.

11. Complaints

If you are unhappy about how we collect, handle or use your personal information, you can complain to us. Use any of the contact details at the start of this notice. You do not need to use a specific form or method.

We will:

- acknowledge your complaint within 30 days
- investigate your complaint
- keep you informed about progress
- tell you the outcome, without unnecessary delay

You can also complain to the Information Commissioner's Office (ICO). The ICO is the UK's supervisory authority for data protection. Visit the ICO website for details on how to complain.

We would like the chance to look into your concerns first. But you do not need to contact us before you complain to the ICO.

12. Other websites

Our website may contain links to other websites. If you click these links, they will take you to that website.

Other websites may collect personal information from you. Check their privacy notices to see how they collect and use your information.