



Privacy Notice of Michelle Biggs, Trading as MAB HR

1. How we use your personal data

We are committed to protecting your personal data.

The data we collect is provided by:

- you as submitted by you through contact forms, emails or in person; or
- your employer as submitted to enable the performance of an assignment.

Where the data provided to us contains sensitive personal data, by providing the data personally you are consenting to Michelle Biggs, trading as MAB HR, processing this data. Where your employer provides sensitive personal data, they, as the Data Controller, are responsible for seeking explicit permission to provide that data to us. We will use your sensitive personal data, where this is supplied, for the purposes of providing our services to you or if we need to comply with a legal obligation. Our legal grounds for processing this data are your explicit consent and, where applicable, the performance of a contract with you or compliance with a legal obligation.]

For commissioning managers we will use your non-sensitive personal data to (i) register you as a new client, (ii) manage payment, (iii) collect and recover monies owed to us, (iv) manage our relationship with you, and (v) send you details of our goods and services.

Our legal grounds for processing your data in relation to points (i) to (iv) above are performance of a contract with you, and in relation to (iii) and (v) above, necessary for our legitimate interests, including for direct marketing purposes, to develop our products/services and grow our business and to recover monies owed.

For employees of the commissioning organisation we will use your non-sensitive personal data to (i) communicate with you relevant information related to delivery of the assignment.

Our legal grounds for processing your data are performance of a contract with your employer and legitimate interest in the conclusion of the assignment.

We will not share your details with third parties for marketing purposes except with your express consent.

2. Disclosure of your personal data

We may have to share your personal data with (i) service providers who provide IT and system administration support, (ii) professional advisers including lawyers, bankers, auditors and insurers, and (iii) HMRC and other regulatory authorities.

We require all of these third parties to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions unless required by law.

3. Data security

We have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We limit access to your personal data

to those employees, agents, contractors and other third parties who have a business need to know. We have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator where we are legally required to do so.

4. Data retention

We will only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy legal, accounting or reporting requirements — for example, we need to keep certain information about a client organisation for 6 years after you cease to be a client for tax purposes or we need to keep certain information about an employee of the client organisation for 6 months after the conclusion of the assignment.

We may anonymise your personal data (so that you can no longer be identified from it) for research or statistical purposes, in which case we may use this information indefinitely without further notice to you.

5. Your rights

You have certain rights in relation to the personal data we hold about you. These include the right to request access to your data, to have inaccurate data corrected, to request deletion of your data in certain circumstances, to restrict processing, to data portability, and to object to processing. Full details are available at ico.org.uk.

To make a data subject access request, please contact Michelle Biggs at m.a.biggs@outlook.com. We will respond within one calendar month. Under the Data (Use and Access) Act 2025, we may pause this deadline while we request additional information to verify your identity or clarify your request, and our search will be reasonable and proportionate.

6. Keeping your data up to date

We have a duty to keep your personal data up to date and accurate. From time to time we may contact you to confirm your details are still correct. If your personal data changes (such as a change of address), please let us know as soon as possible using the contact details in section 5 above.

7. How to complain

If you are not happy with any aspect of how we collect and use your personal data, please contact us first so that we can try to resolve it for you. You can raise a complaint by emailing m.a.biggs@outlook.com.

We will acknowledge your complaint within 30 days and investigate it without undue delay. If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO) at ico.org.uk. Under current rules, data subjects are generally expected in practice to raise complaints with us first before escalating to the ICO.

8. Changes to this notice

We may update this privacy notice from time to time. We will notify you of any material changes where appropriate, and any updates will be provided to you at your next appointment or on request.

Last updated: July 2026