



| Privacy and Cookie Policy | |
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| Version 2 | <p>Company Name: High Technology Sources LTD Registered Address: Unit 6, Moorbrook Park, Didcot, OX11 7HP Email: info@htsl.co.uk Telephone: 01235 514200 Website:</p> |

1. Policy Statement

HTSL Group is committed to protecting the privacy and security of personal data. This policy explains how we collect, use, store and protect your personal information when you visit our website or interact with our services.

This policy complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and follows guidance issued by the Information Commissioner's Office (ICO)

2. Data Controller

HTSL Group is the Data Controller responsible for your personal data.

Contact details:

High Technology Sources LTD
Unit 6, Moorbrook Park, Didcot, OX11 7HP
[Email: hr@htsl.co.uk](mailto:hr@htsl.co.uk)

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you are unhappy with how your data is handled.

3. Personal Data We Collect

We may collect the following information:

Information you provide

- I. Name
- II. Email address
- III. Telephone number
- IV. Address
- V. Enquiry details
- VI. Job application information

Information collected automatically



- I. IP address
- II. Browser type and version
- III. Device information
- IV. Pages visited and time spent
- V. Website usage data

Information from third parties

- I. Analytics providers
- II. Recruitment platforms
- III. Service providers

4. How We Use Your Data

We use your personal data to:

- I. Respond to enquiries
- II. Provide services
- III. Process job applications
- IV. Manage customer relationships
- V. Improve website performance
- VI. Comply with legal obligations
- VII. Maintain security

5. Lawful Bases for Processing

We process your data under the following lawful bases:

Contract to provide services to you
Legal obligation to comply with legal requirements
Legitimate interests to run and improve our business
Consent for marketing and non-essential cookies

You may withdraw consent at any time.

6. Marketing

We will only send marketing communications where you have opted in.

You can unsubscribe at any time via email or by contacting us.

7. Sharing Your Data

We may share your data with:

- I. IT and hosting providers
- II. Payroll and HR providers
- III. Professional advisers



- IV. Legal or regulatory bodies

We do not sell your personal data.

8. International Transfers

Where data is transferred outside the UK, we ensure appropriate safeguards are in place, including:

- I. Adequacy decisions
- II. Standard contractual clauses

9. Data Retention

We retain personal data only as long as necessary:

- I. Enquiries: up to 12 months
- II. Customer data: up to 6 years
- III. Recruitment data: up to 18 months

10. Your Rights

Under **UK GDPR** you have the right to:

- I. Access your data
- II. Correct inaccurate data
- III. Request deletion
- IV. Restrict processing
- V. Object to processing
- VI. Data portability
- VII. Withdraw consent

Contact HTSL Group HR Department to exercise your rights.

11. Security

We use appropriate technical and organisational measures to protect your data, including:

- I. Secure systems
- II. Access controls
- III. Encryption where appropriate
- IV. Staff training

12. Cookies

What Are Cookies?

Cookies are small text files placed on your device when you visit a website.



Types of Cookies We Use

Strictly Necessary Cookies

Required for website functionality.

Analytics Cookies

Help us understand how visitors use our website (e.g. Google Analytics).

Functionality Cookies

Remember your preferences.

Marketing Cookies

Track browsing activity for advertising purposes.

These are only used with your consent.

13. Cookie Consent

When you visit our website, you will be presented with a cookie banner that allows you to:

- I. Accept all cookies
- II. Reject non-essential cookies
- III. Manage cookie preferences

Non-essential cookies will not be set without your consent.

14. Managing Cookies

You can control cookies through your browser settings.

For more information visit:

<https://www.allaboutcookies.org>

15. Third-Party Cookies

We may use third-party services that set cookies, including:

- I. Google Analytics
- II. Social media platforms
- III. Embedded content providers

These providers have their own privacy policies.



16. Links to Other Websites

Our website may contain links to other websites. We are not responsible for their privacy practices.

17. Changes to This Policy


This policy will be updated on a regular basis to maintain compliance.

18. Contact Us

If you have any questions, please contact:

HTSL Group HR Department
High Technology Sources LTD (HTSL Group) Unit 6, Moorbrook Park, Didcot, OX11 7HP
Email: hr@htsl.co.uk

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| Policy Ownership: | | | |
| Policy Owner: | Ben Read | Date Implemented: | TBC |
| Responsible Manager: | Managing Director | Next Review Date: | TBC |

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|----------------------------------|---|-----------|---------------|
| Signed on behalf of the Company: | | | |
| Name: | Zoe Wheatley | Position: | HR Generalist |
| Signature: |  | Date: | TBC |