

Privacy and Cookie Policy

Nov 13, 2026

Privacy Policy

Last updated: November 2026

Your privacy matters to me. This policy explains what personal information I collect, why I need it, how I look after it and what your rights are. It follows UK data protection law, including the UK GDPR, the Data Protection Act 2018 and the Data (Use and Access) Act 2025.

1. Who I am

Minerva HR Consulting is run by me, Sally Brandon, as a sole trader. I'm the data controller for the personal information described in this policy, which means I decide how it's used and I'm responsible for keeping it safe.

- Address: 57 Riseldine Road, London SE23 1JT
- Email: sally@minervahrconsulting.co.uk
- Phone: 0203 137 4758
- ICO registration number: ZB259276

2. What information I collect

Depending on how you deal with me, I may collect:

- your name, job title and contact details
- details about your business
- what you tell me in emails, calls, video meetings and through my website's contact form
- booking details when you arrange a call with me
- your email address and preferences if you join my HR updates mailing list
- information about how you use my website, collected through cookies (see the Cookie Policy below)

Information about my clients' staff. When I support a client, I may need to see personal information about their employees, such as contracts, absence records or notes from grievance and disciplinary meetings. Sometimes this includes more sensitive information, such as health details. I only use it for the work my client has asked me to do, and I handle it with extra care.

HR calculators. My website's free calculators work out results from the figures you enter. They don't ask for your name or contact details, and I don't use what you enter to identify you.

3. How I use your information and my legal reasons

What I use it for	My legal reason
Replying to your enquiries	Legitimate interests (running my business and answering people who contact me)
Providing HR services to clients	Performing my contract with you or your business
Sending HR updates and news by email	Your consent, which you can withdraw at any time
Keeping business records, tax and accounts	Legal obligation
Improving my website	Legitimate interests, or your consent where cookies need it

Where I handle sensitive information about a client's staff, I do so because it's needed for employment law purposes or for dealing with possible legal claims.

4. Who I share your information with

I never sell your information. I only share it with trusted services that help me run my business, and only as much as they need:

- **Wix**, which hosts my website and contact form
- **Transpond**, which sends my HR updates emails
- **Calendly** and **Zoom**, for booking and holding calls
- **Google**, for email and file storage
- my accountant, insurer and professional advisers, where needed

I'll also share information if the law requires me to.

5. Information stored outside the UK

Some of these services store information outside the UK, for example in the USA. Where they do, I make sure proper safeguards are in place, such as UK-approved contract terms, so your information stays protected to UK standards.

6. How long I keep your information

- **Clients:** six years after our work together ends, in case of legal or tax questions
- **Enquiries that don't go ahead:** two years
- **Mailing list:** until you unsubscribe

After that, I delete it securely.

7. Keeping your information safe

I use secure, password-protected systems with two-step sign-in where available. Only I can access client files. If something ever went wrong with your information, I'd tell you and the ICO where the law requires it.

8. Your rights

You have the right to:

- ask for a copy of the information I hold about you
- ask me to correct anything that's wrong or incomplete
- ask me to delete your information
- ask me to limit how I use it
- object to me using it, including for marketing
- ask me to pass it to another organisation in a usable format
- withdraw your consent at any time, where I rely on it

To use any of these rights, just email me at sally@minervahrconsulting.co.uk. It's free, and I'll reply within one month.

9. If you're unhappy

If you have a concern about how I've handled your information, please tell me first so I can put it right. Email me with the details. I'll confirm I've received your complaint within 30 days, look into it properly and let you know the outcome.

If you're still not happy, you can complain to the Information Commissioner's Office (ICO) at ico.org.uk/make-a-complaint or on 0303 123 1113.

10. Changes to this policy

I review this policy regularly and will update it when anything changes. The date at the top shows when it was last updated.

Cookie Policy

Last updated: November 2026

This policy explains how my website uses cookies and the choices you have. It sits alongside my Privacy Policy above.

What cookies are

Cookies are small text files saved on your device when you visit a website. Some disappear when you close your browser. Others stay for a set time so the site can remember you.

The cookies my website uses

Type	What it does	Do I ask first?
Essential	Keeps the website working and secure, for example the contact form	No, the site can't work without them
Analytics	Shows me which pages people visit, so I can improve the site	Yes, through the cookie banner
Preferences	Remembers choices you've made on the site	Yes, through the cookie banner
Social media and marketing	Set by services such as LinkedIn or YouTube when their content appears on my site	Yes, through the cookie banner

My website is hosted by Wix, which sets some of these cookies. Other services, such as LinkedIn or YouTube, control their own cookies, so please check their privacy policies too.

Your choices

When you first visit my website, a banner asks which cookies you're happy to accept. Only essential cookies are used until you choose. You can change your mind at any time through the cookie settings link at the bottom of the site.

You can also block or delete cookies in your browser settings:

- Google Chrome
- Mozilla Firefox
- Safari
- Microsoft Edge

Blocking some cookies may stop parts of the site from working properly.

Questions

If you have any questions about this policy, email me at sally@minervahrconsulting.co.uk.

Sally Brandon, Minerva HR Consulting