



WEBSITE USE AND PRIVACY POLICY

This policy sets out how you may use our website and how Gemma Farina HR uses and protects any information that you give us when you use this website.

Visiting our website

By visiting gfhr.co.uk you agree that you will not reproduce, copy, emulate or create derivative works from the content of the website.

When using our website you must not introduce any files containing malicious code including, but not limited to, viruses, Trojan Horses, spyware or malware. You must not attempt to gain unauthorized access to our website or attack our website, servers, computers or databases in any way.

You further agree that you will not act in a manner which may be perceived as damaging to the reputation of Gemma Farina HR.

The information displayed on our website is provided without any guarantees, conditions or warranties as to its accuracy.

Your information

Your privacy

Gemma Farina HR is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website then you can be assured that it will only be used in accordance with this privacy statement.

We will never pass your details on to any third party without asking for your permission, unless we are required to do so by law.

Contact form

If you contact us using our contact form we collect the following personal information:

- Name
- Company name
- Email address
- Telephone number
- Any other information you choose to provide

If you opt not to receive email news and updates from us, your information will be used for the sole purpose of responding to your enquiry.

For further information or to withdraw your consent for us to store your personal information please [contact us](#).

Newsletter sign up

If you contact us using our newsletter sign up form we collect the following personal information:

- Name
- Email address



Gemma Farina HR

Independent Human Resources Consultancy

Your information will be used for the sole purpose of sending you copies of our newsletter and you can unsubscribe at any time.

For further information or to withdraw your consent for us to store your personal information please [contact us](#).

Comments posted to our news section

If you post a comment against an article within our news section we collect the following personal information:

- Name
- Any other information you choose to provide

This information will be displayed on our website. It will not be used for any other purposes.

For further information or to withdraw your consent for us to store and display your personal information please [contact us](#).

Social media

Should you contact us through Facebook, Twitter or LinkedIn this is governed by the respective privacy policies.

Server security

The server uses a firewall for security which ensures no unrequired ports are left open and accessible to external users. Anyone trying to connect in on ports other than the standard open ports will be unsuccessful.

Any IP address that has over 10 failed login or connection attempts will be blocked immediately and put on a blacklist for a predefined amount of time. The server also has active AV scanning which scans all files currently on the system as well as any new files being added.

Server logs

When you visit our website some information, which cannot be used to identify you personally, is collected and stored by our server (the computer where our website is located). Our server stores the following information about your visit:

- IP address
- Date, time and duration of visit
- Pages visited
- Type of browser and operating system
- How you arrived on our website (eg from a search engine or other source)

This information is used for administrative purposes such as to report on server activity and to identify any errors or malicious traffic.

Cookies

A cookie is a small piece of data sent from a website and stored on the visitor's computer by their web browser. Cookies are used to improve the visitor's experience by 'remembering' their preferences as they move around the website; they are also used to collect data about their visit to be used by the website operator to improve their service.



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The only cookies stored as a result of your visit to our website are from Google Analytics.

Google Analytics cookies

We use Google Analytics to monitor how visitors move around the website, how they reached it, and other dimensions and metrics. The information received cannot be used to identify you personally. To collect this information, it is necessary for Google Analytics to set cookies on your computer.

Refusing Google Analytics cookies

Collecting this data is really important to us, as we use it to improve our service. However, you can opt out if you wish: [opt out of Google Analytics](#).

This will prevent data about any websites you visit being used by Google Analytics.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our website, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such websites and such websites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Further information

If you would like any further information about how we collect and store your personal data, if you wish to request a copy of the data we hold about you, or if you wish to withdraw your consent for us to store your data, please [contact us](#).