

PRIVACY POLICY

This policy applies to information held about clients and prospective clients, suppliers and prospective suppliers, networking clients and all other persons about whom both C C Consulting (UK) Ltd and Highflyingdivas Ltd holds information. By “information” we mean personal information about you that we collect, use and store.

In this policy “we”, “us” and “our” means C C Consulting (UK) Ltd and Highflyingdivas Ltd, both at Moorings, Coggeshall Road, Kelvedon, Colchester, CO5 9PE. “you” means the individual to whom the information relates.

What we collect

- Your name
- Your contact information, such as your work address, email address and telephone numbers
- Only, if required, your payment details/financial data i.e. your bank name, account number and sort code
- Information about you that you give us in person at our meetings or events, by filling in forms on our site www.ciconsulting.org.uk and www.highflyingdivas.com (e.g. the contact us section or sign up to our mailing list) or by corresponding with us by phone, 3-mail or otherwise; and
- Information in relation to your purchase of our business services or use of our business services

How we collect information about you

- Collecting information you give to me when we meet
- Through the use of the forms on our websites and
- From telephone or email enquiries we may receive from you

We do not purchase marketing lists or gather information from any other sources. Any information we do have will never knowingly be passed to any third parties. If we wish to pass your details (e.g recommend you) we would also ask your permission first.

What we do with the information we gather

We use your information to:-

- Provide information about our events and services to you
- Keep you informed about events that we think you may find interesting
- Carry out our obligations arising from any agreements entered into between you and us,
- Communicate with you
- Keep our site safe and secure
- Comply with legal and regulatory obligations

Sharing your information

As mentioned above, we will not share your information unless we are required by law to do so. The personal information you provide to us may be shared with contractors or service providers if this is necessary to provide you with our business services, or to respond to your inquiries.

We may share your personal information (email and contact number) with professional membership bodies to demonstrate our compliance with professional standards. We will ask for your permission to enable us to do this.

Requests to stop using data or access to data

At any time, if your personal information changes, or you wish us to stop using our data, either to receive mailings or otherwise, then please email me at rcc@ciconsulting.org.uk quoting your email address, full name, address and postcode or telephone us on +(44) (0)1376 573283 to request that you do not receive our mailings. We always act as soon as possible on such requests.

Marketing

Where you are one of our clients or have otherwise agreed to be contacted for marketing, we may use our personal information to send you information about our events and business services. You can unsubscribe from receiving them at any time by using the unsubscribe link in the communication or by contacting us at rcc@ciconsulting.org.uk. We will action any opt out request from you without delay.

Version 1. 10/5/2018

CC Consulting Ltd
Tel: 01376 573 283
Email: rcc@ciconsulting.org.uk
www.ciconsulting.org.uk

How long will we keep your information?

We will only keep the information we collect about you for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject. This will involve us periodically reviewing our files to check that information is accurate, up-to-date and still required. If you no longer use our business services, we will shred any files we have in our possession.

Where we are permitted to send you direct marketing communications, we may retain your contact information necessary for this purpose, for as long as you do not unsubscribe from receiving the same from us. If you opt out from marketing, we will delete your information from our contact list.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold. This also applies to any third party contractors or service providers we commission to support us in the delivery of our services to you.

Links to other websites

Our website may contain links to other sites, including via our social media buttons. We may also send you links to sites which may collect your data, for example SurveyMonkey. While we try to link only to websites that share our high standards and respect for privacy, we are not responsible for the content, security or privacy practices employed by other websites and a link does not constitute an endorsement of that website. We are not responsible for and do not accept any liability for other site actions or the content of their site.

Our relationship with you is based on trust and open communication. We only keep the information that you provide. We try to keep your records up-to-date. We guard our mailing list and business records and your privacy carefully. The security of your data is of the highest importance to us.

This Privacy Policy may be modified from time to time, the date of the most recent reviews will appear on the footer of each page, so check back often. Continued access of our sites and communication with us will constitute your acceptance of any changes or revisions to the Privacy Policy.

Rosemary Cooper-Clark
Director