

Governance Coach UK Ltd

Privacy Policy

This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website and our services.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
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- What types of cookies do we use?
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What data do we collect?

If you complete the 'contact us' form or send us any other communication, we collect the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Any other data you voluntarily supply.

How do we collect your data?

You directly provide Our Company with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Provide data in order to provide/receive services.

We may also receive your data indirectly in the course of delivering a piece of work eg passing on contact details of a colleague with consent in order to fulfil a contract.

How will we use your data?

We collect your data so that we can:

- Process your order and manage your account.
- Email you with special offers on other products and services we think you might like.
- Provide services.

We only share your data with third parties if they have been contracted by us to deliver services to you and with your agreement.

We do not sell data to third parties.

When we process your order, we may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

How do we store your data?

We securely store your data in an encrypted cloud.

We will keep your contact details for as long as you wish to remain on our database. Opting out is always an option. Personal identifiable data is deleted from our systems after two months after our contract with you has expired. Any paper copies are shredded. We will contact you prior to doing so should you wish to access any data before it is deleted.

Marketing

Our Company would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop us from contacting you for marketing purposes or giving your data to other members of the organisation.

If you no longer wish to be contacted for marketing purposes, please click 'unsubscribe' on any such email or contact us at admin@govcoach.co.uk

What are your data protection rights?

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request us to complete the information you believe is incomplete.

The right to erasure – You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that we transfer the data that we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: 07952558730

Or write to us: Governance Coach UK Ltd, 124 Abbey Lane, London E15 2RW

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

How do we use cookies?

We may use cookies on our website to understanding how you use our websites.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

Our website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 16 July 2020.

How to contact us

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: hello@govcoach.co.uk

Call us: 07952558730

Or write to us at: Governance Coach UK Ltd, 124 Abbey Lane, London E15 2RW

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Web Address: <https://ico.org.uk/global/contact-us/>

Telephone: 0303 123 1113