

## Purpose of this document

Claire Jones Consultancy Limited is a company registered in England and Wales, referred to as CJC in this statement. CJC is committed to maintaining the trust and confidence of visitors to its website and is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. This Privacy Policy provides detailed information on when and why your personal information is collected, how it is used, the limited conditions under which it may be disclosed to others and how it is kept secure.

## Types of data

CJC website collects and uses cookies to gather information. This includes information about browsing and purchasing behaviour by people who access the website. This includes information about pages viewed and the customer journey around the website. Detailed information is set out in our Cookie Policy. Personal and contractual information CJC collects the following data: - information that you provide to CJC as part of a consultation process for the purpose of engaging our services or subscribing to email notifications and/or newsletters. - any other information that you choose to send to us.

## Using your Information

Your information will be used for a couple of reasons: to provide you with information regarding our services; to contact you to obtain or provide additional information; to check our records are accurate; and to check every now and then that you are happy and satisfied with the service you receive. CJC doesn't rent or trade email lists with other organisations and businesses. To deliver newsletters and other relevant mailings, CJC uses a third-party provider, MailChimp. Statistics are gathered around email opening and clicks using industry standard technologies to help monitor and improve communications. For more information, please see MailChimp's privacy notice. You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any CJC emails.

# PRIVACY POLICY



## Retaining your data

The information you provide to CJC will be securely stored and maintained using a third-party CRM provider, Mailchimp. Your information will not be held for longer than is necessary but to comply with industry regulations, it is necessary for certain information to be retained for several years following the last service you receive. Mailchimp's privacy notice and commitment to GDPR can be found here [privacy](#)

## Disclosing your Information

CJC may disclose information about you to any of its employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy. In addition, information may be disclosed about you: - to the extent that we are required to do so by law; - in connection with any legal proceedings or prospective legal proceedings; - in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and - to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling. Except as provided in this privacy policy, Claire Jones Consultancy will not disclose your information to third parties

## Access to your personal information Under GDPR

You are entitled to view, amend, or delete the personal information that we hold. Email your request to Claire Jones at [claire@cj-consultancy.com](mailto:claire@cj-consultancy.com)

## Policy updates

As part of the ongoing commitment to safeguarding the information provided to and processed by Claire Jones Consultancy, the information within this policy is regularly reviewed and updated as necessary, or on an annual basis, whichever is sooner

# PRIVACY POLICY



I confirm that this policy is a true reflection of the beliefs and activities of Claire Jones Consultancy Ltd



Claire Jones

Director

21<sup>st</sup> January 2019