



Caroline McRoyall Consulting

Helping you achieve your goals

07715 294726

Carolinemcroyall@gmail.com

August 2020

Privacy Policy

The type of personal information we collect

We currently collect and process the following information:

- Name and contact details
- Website user stats

We use Google Analytics software to collect information about how you use the website. This includes IP Addresses. The data is anonymised before being used for analytics processing.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Subscription to monthly e-newsletter
- Enquiry of services
- Attendance on courses
- Through use of the website

We use the information that you have given us in order to

- Inform you of our services
- Track usage of the website and make improvements

We may share this information with funding bodies but only with your consent.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent.
- Legitimate interest.

You can remove your consent at any time. You can do this by emailing

carolinemcroyall@gmail.com

How we store your personal information

Your information is securely stored on a private password protected database.

We keep contact information for as long as it is needed for the purposes set out in this document. We will keep your email addresses until you unsubscribe. We will then dispose your information by deleting it from the system.

Your data protection rights

Under data protection law, you have rights including:

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances
- ask that we transfer the personal information you gave us to another organisation, or to you.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at carolinemcroyall@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at carolinemcroyall@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>