Personal Data Privacy Policy

ZoeGriffithsConsultancy.com is a Website operated by Zoe Griffiths Consultancy Ltd. Zoe Griffiths Consultancy Ltd (We) are committed to protecting the privacy of our users.

This Privacy Policy is intended to inform you of what information we gather when you register via e-mail, our website or by phone; how we use your information, and how you can amend or request removal of your personal information.

Please take a minute to read and understand our privacy policy. This policy is regularly updated; the last update was 24th May 2018.

[Personal Information We Collect](http://redtigerconsulting.co.uk/privacy-policy/#unique-identifier)

[How We Use Your Personal Information](http://redtigerconsulting.co.uk/privacy-policy/#second-identifier)

[Access to Your Personal Information and Information Update](http://redtigerconsulting.co.uk/privacy-policy/#third-identifier)

[How to Unsubscribe and Remove Your Name From our Database](http://redtigerconsulting.co.uk/privacy-policy/#fourth-identifier)

[Public Information and Third Party Websites](http://redtigerconsulting.co.uk/privacy-policy/#fifth-identifier)

[Safeguarding Your Information and Compliance](http://redtigerconsulting.co.uk/privacy-policy/#sixth-identifier)

Personal Information We Collect

We collect personal data about you when you sign up with us via the Website, or by e-mail, or when you contact us via the phone. We do so in order to provide you with the consultancy, services that are available through the Website as well as for administrative purposes.

The personal data that we collect via the Website includes your name, email address, company you work for and telephone number.

If you choose to use our consultancy services we will also contact you for further information. That information may include: either your name, physical address, email address, IP address, phone number, as well as details including job title and location. By giving us this information, you agree to this information being collected, stored on our database, and used for the purpose of the fields that we specialise in: strategic marketing or business development. We may also retain any e-mail contact with Zoe Griffiths Consultancy Ltd.

When using the Website we may collect information about your visit, your usage of the Services, and your web browsing. That information may include your IP address, your operating system, your browser ID, your browsing activity, and other information about how you interacted with our Website. We may collect this information as a part of log files as well as through the use of cookies or other tracking technologies.

 How We Use Your Personal Information

 By registering with us via e-mail, Website or by telephone requiring our consultancy services, we will only send you information which relates to our consultancy services unless you specifically opt in to receiving Direct Marketing material about our other services.

If you consent to receive Direct Marketing material using your contact preferences you may change your mind at any time by unsubscribing via MailChimp or by emailing info@zgriffiths.uk.

Access to Your Personal Information and Information Update

We will give you as a client, access to your information within 30 days of receiving a request. We want to make sure that your information is accurate and up-to-date and will delete or amend any information that you think is inaccurate.

We aim to provide you with useful business-related services over the long term. However, you have the right to, and have us, delete all of your personal information at any time, unless we are in the process of responding to any complaint that you make. We may be required to retain specific data for legal or tax reasons for a specific period.

How to Unsubscribe and Remove Your Name From Our Database

Amendments, or request for access, to your personal information can be made by contacting us by email at Info@zgriffiths.uk

To unsubscribe from any communications, please select the Unsubscribe link on the email or contact us by email at Info@zgriffiths.uk.

Public Information and Third Party Websites

We have a blog on our Website. Any information you include in a comment on our blog may be read, collected, and used by anyone. If your Personal Information appears on our blogs and you want it removed, contact us at Info@zgriffiths.uk

Our Website contains links to other websites. This privacy policy only applies to this Website, so when you link to other websites you should review their own privacy policies.

Safeguarding Your Information and Compliance

 We take all reasonable and appropriate measures to protect your Personal Information from loss, misuse and unauthorised access, disclosure, alteration and destruction, taking into account the risks involved in the processing and the nature of the Personal Information.

Save where it is necessary to do so in order to provide you with the Website’s services as set out in this policy, we do not share your personal data with third parties.

Your personal data is stored on our servers which are in the European Economic Area. If we share your personal data with any third party service provider in the course of providing you with our services, those third parties are required to process your data in accordance with contracts which comply with data protection legislation.

Any information we hold and use is done so in accordance with the General Data Protection Regulations 2018 (GDPR). Under the GDPR we will only process your Personal Information in a lawful, fair and transparent manner and your Personal Information will only be collected for specified and legitimate purposes. We will secure your Personal Information to prevent unauthorised access by third parties.

Zoe Griffiths Consultancy Limited is the data controller, and processor, of your Information for the purposes of the Act and is a company registered under number 8536920 in England whose registered office is at Thor House, 49 Guildford Road, Bagshot, GU19 5NG.