

## **Privacy Policy**

The Employment Coach Limited fully respects your right to privacy, and will not collect any personal information about you without your clear permission. Any information that you give to The Employment Coach Limited will be treated with the appropriate standards of security and confidentiality, strictly in accordance with the data protection acts of 1988, 2003 & 2018.

The Employment Coach Limited guarantee never to spam you or sell your email address to anybody.

The Employment Coach Limited is legally and morally bound to protect your personal information, e.g. name, address, email, phone number etc. and to handle it according to strict guidelines. This is an obligation that we take very seriously indeed.

### **What information does The Employment Coach Limited collect?**

The only information we collect about you is the information you provide to us through our standard forms, other correspondence we may have with you and any technical information gathered automatically when you use our websites.

This data can include but is not limited to; Name, Email, Telephone Number, LinkedIn Profile, Address.

The Employment Coach Limited does not store any payment details from any of our clients/customers.

### **How can you manage your data?**

In the case that you wish to permanently remove your details from our database you will need to contact us directly. You can do this by our contact us page, email, telephone or live chat.

A copy of your data for the sake of portability can be acquired by reaching out to us via the contact us page, telephone, email or live chat.

If you choose to remove yourself from our database, please note you will continue to receive transactional emails as these are integral to the operation of your order and the service we provide.

### **Cookies**

In common with the vast majority of commercial websites, The Employment Coach Limited uses 'cookies' which are small pieces of information stored on your computer's hard drive to allow us to provide a user friendly service. Most web browsers are configured to accept cookies however you can change your browser to stop this. We may also receive data from our marketing and business partners such as Google who also use cookies which may result in us accessing the data from them.

### **3<sup>rd</sup> Parties**

We employ other companies and individuals to perform functions on our behalf, for example Payment Providers. Such companies and individuals will have access to any personal information needed to perform these functions, but may not use it for any other purposes, and are required to handle your data in accordance with appropriate data protection legislation.