

Nicola Richardson trading as The People Mentor Privacy and Cookies Policy

This Privacy and Cookies Policy indicates the type of processes that may result in data being collected about you. Your use of this website -www.thepeoplementor.co.uk gives us the right to collect that information.

Privacy: Your Personal Information

As a user of this site, we may collect and process your personal information.

By providing us with your data, you warrant to us that you are over 13 years of age.

Nicola Richardson is the data controller and is responsible for your personal data referred to as "we", "Us" or "Our"

Contact details

Full name of legal entity: Nicola Richardson trading as The People Mentor

Email address: nicolarichardson@thepeoplementor.co.uk

Postal address: 43 Prince William Drive, Butterwick, Boston, Lincolnshire PE22 0JG

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at nicolarichardson@thepeoplementor.co.uk

Types of information:

Communication Data that includes any communication that you send us whether that be through the contact form on the website, through email, text, social media messaging, social media posting or any other communication that you send us. We process this data for the purposes of communicating with you, for record keeping and for the establishment, pursuance or defence of legal claims. Our lawful ground for this processing is our legitimate interests which in this case are to reply to communications sent to us, to keep records and to establish, pursue or defend legal claims

Customer Data that includes data relating to any purchases of goods and/or services such as your name, title, billing address, delivery address, email address, phone number, contact details, purchase details and your card details. We process this data to supply the goods and/or services you have purchased and to keep record of transactions. Our lawful grounds for this processing is the performance of a contract between you and us and /or taking steps at your request to enter into such a contract

User Data that includes data about how you use our website and any online services together with any data that you post for publication on our website or through other online services. We process the data to operate our website and ensure relevant content is provided to you, to ensure the security of the website, to maintain backups of our website and / or databases and to enable publication and administration of our website, other online services and business. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website and our business.

Technical Data that includes data about your use of our website and online services such as your IP address, your login data, details about your browser, length of visit to pages on our website, page views and navigation paths, details about the number of times you use our website, time zone

settings and other technology on the devices you use to access our website. The source of this data is from our analytics tracking system - Google analytics. We process this data to analyse your use of our website and other online services, to administer and protect our business and website., to deliver relevant website content and advertisements to you and to understand the effectiveness of our advertising. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website and our business and to grow our business and decide our marketing strategy.

Marketing Data that includes data about your preferences in receiving marketing from us and our third parties and your communication preferences. We process this data to enable you to partake in our promotions such as competitions, prize draws and free give-aways to deliver relevant website content and advertisements to you and measure or understand the effectiveness of this advertising. Our lawful ground for this processing is our legitimate interests which in this case are to study how customers use our products/services, to develop them, to grow our business and to decide our marketing strategy.

We may use Customer Data, User Data, Technical Data and Marketing Data to deliver relevant website content and advertisements to you (including Facebook adverts or other display advertisements) and to measure or understand the effectiveness of the advertising we serve you. Our lawful ground for this processing is legitimate interests which is to grow our business. We may also use such data to send other marketing communications to you. Our lawful ground for this processing is either consent or legitimate interests (namely to grow our business).

Sensitive Data

We do not collect any Sensitive Data about you unless you become a client. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

We would request sensitive data about you in order to deliver an effective service only if you were to become a client. This may include information about other previous consultations undertaken, employees information, policy documents held, learning records and business structure to inform our work together. It is not compulsory that you provide this.

We require your explicit consent for processing sensitive data, so when you submit your details, we will send you a further communication asking for you to confirm your consent to this processing.

We will only use your personal data for a purpose it was collected for or a reasonably compatible purpose if necessary. For more information on this please email us atnicolarichardson@thepeoplementor.co.uk. In case we need to use your details for an unrelated new purpose we will let you know and explain the legal grounds for processing.

We may process your personal data without your knowledge or consent where this is required or permitted by law.

Cookies notice

Website Cookies and link tracking

Cookies allow us to provide important site functionality, so you don't have to re-enter lots of information. They also allow us to remember what links and pages have been clicked or viewed during a session. If you have provided us with personal data, completing a contact form for example, we may associate this personal data with other information. This will allow us to identify and record what is most relevant to you.

By using your browser controls, you are always in control of the cookies we store and access on your computer. More information on how to control cookies and limit personal data processing can be found at www.youronlinechoices.com/uk/five-top-tips.

Information Usage

We use the information collected primarily to process your request for information. Data collected in the UK is held in accordance with the Data Protection Act. All reasonable precautions are taken to prevent unauthorised access to this information. This safeguard may require you to provide additional forms of identity should you wish to obtain information about your account details.

The information held about you might be used in the following ways:

To ensure the content from our site is presented in the most effective manner.

To provide you with information or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.

To notify you about changes to our service.

We will not pass on your data to third parties without your consent.

Use of Cookies

Cookies are small text files placed onto your computer by the websites you visit. They are used to make websites work, to improve efficiency, the user experience and to provide usage information on websites.

By configuring your web browser, you can choose whether to accept cookies. Most web browser software is initially set up to accept them. If you do not want to receive cookies you should change your browser settings. Please note by disabling cookies, some services or website functionality may not be available. For further information about cookies and how to disable them please go to aboutcookies.org.

Cookie we use:

The cookies we use fall into two categories:

Essential cookies: These are cookies required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, and to use online forms.

Analytical cookies: They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring users are finding what they are looking for easily.

The cookies we use are:

Google Analytics Cookies

Google Analytics is a tool that monitors websites and allows us to see volumes of website visitors, their source, and to analyse how our website is viewed and navigated. This allows optimisation of the content and pages on www.thepeoplementor.co.uk and the marketing programs that drive traffic to the website. Google Analytics does not store any personal information about website visitors but does use persistent cookies to identify repeat visitors. You may universally opt-out of all Google Analytics tracking used by all websites by visiting the following URL – <https://tools.google.com/dlpage/gaoptout>

Albacross Cookies

Information collected from cookies set in your device that qualify as personal data will be processed by Albacross, a company offering lead identification and ad targeting services with offices in Stockholm and Krakow. Please see below for full contact details.

The purpose for the processing of the personal data is that it enables Albacross to improve a service rendered to us and our website (e.g “Lead Generation” service), by adding data to their database about companies.

Information about the consent to Albacross processing of personal data

We obtain your consent to the processing of personal data on the behalf of Albacross Nordic AB (“Albacross”).

The data that is collected and used by Albacross to achieve this purpose is information about the IP-address from which you visited our website, and technical information that enables Albacross to tell apart different visitors from the same IP-address. Albacross stores the domain from form input in order to correlate the IP-address with your employer.

For the full information about our processing of personal information, please see our full Privacy Policy.

You may at any time withdraw your consent to this processing. Such withdrawal may be made either by contacting us, or by contacting Albacross directly.

Albacross Nordic AB

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