### JDY's Consultancy Data Protection Act Policy

Who or what is JDY's Consultancy?

JDY's Consultancy is a consultancy and specialist training company focusing on equity/equality, diversity & inclusion, leadership & management, coaching and mentoring, in the private, public and voluntary sectors for both individuals and organisations. We provide online and face-to-face training courses, seminars, workshops, conferences and webinars.

#### Introduction

JDY'S CONSULTANCY respects your privacy, whether you are a JDY'S CONSULTANCY customer, one of our customer's clients or users, or simply an individual visiting one of our properties, and we are committed to protecting your privacy through our compliance with this policy.

This policy describes our practices in connection with information that we collect through our websites, through our web-based applications and services (collectively, our "Applications"), as well as through HTML-formatted email messages that we send to you (collectively, including the Websites and the Applications, our "Services").

This policy also applies to information about you that we collect or receive:

- In e-mail, text and other electronic messages between you and JDY'S CONSULTANCY
- When you interact with our advertising and applications on third-party websites and services
- It does not apply to information collected by:
- Any third party, including through any third-party application or content (including advertising) that may link to or be accessible from our Services

Please read this policy carefully to understand our policies and practices regarding the collection of information about you, whether via our Websites, Applications, or from other sources, and how we will treat it.

Information We Collect and How We Collect It:

"Personal Information" that identifies an End-User as an individual or relates to an identifiable person. For example, this includes name, organisation, title, postal address, e-mail address, telephone number, fax number, social media account ID or other identifiers by which End-Users may be contacted online or offline.

"Other Information" that does not reveal a person's identity or directly relate to an individual, on its own or in combination with other information we have collected, such as browser and device information, app usage data, information collected through cookies, pixel tags and other technologies, general geographic location, demographic information and other information provided by a person, such as dietary preferences, interests, activities, age, gender, education and occupation.

JDY'S CONSULTANCY may also collect Personal Information and Other Information from Customers and Website Visitors. In some instances, we may combine Other Information with Personal Information (such as combining a Website Visitor's name with information we gather about this individual's use of the Websites). If we combine any Other Information with Personal Information, the combined information will be treated by us as Personal Information as long as it is combined.

#### We collect this information:

Directly from individuals when they provide it to us. This is via (HOW YOU CAPTURE DATA) see below example:

Automatically from customers as they use the Applications, or from Website Visitors as they navigate through the Websites, using technologies described in the section below titled "Third Party Advertisers and Analytics." Information collected automatically may include browser and device information, details regarding use of the Services, IP addresses and information collected through cookies, web beacons and other technologies. From third party sources, such as public databases, joint marketing partners, and social media platforms. For example, if a Website Visitor elects to connect his social media account to his account for our Websites, certain Personal Information from the social media account will be shared with us, which may include Personal Information that is part of the Visitor's profile or his friends' profiles.

### **How We Use Information**

We will never sell your Personal Information to any third party!

We may use information that we collect or that is provided to us, including Personal Information, for any of the following purposes:

- To present our Services and their contents.
- To perform research and analyse use of, or interest in, our products, services.
- For our business purposes, such as data analysis, audits, fraud monitoring and prevention, developing new products, enhancing, improving or modifying our Services, identifying usage trends, determining the effectiveness of our promotional campaigns and operating and expanding our business activities.
- In any other way we may describe when you provide the information.
- To fulfill any other purpose for which you provide it or with your consent.

#### **Disclosure of Your Information**

We may disclose aggregated information about users of our Services, and information that does not identify any individual, without restriction.

# **Cookies and Similar Technologies**

We may collect information about Website Visitors' online activities over time and across our Websites, third-party websites or other online services.

As you navigate through and interact with our Websites and Applications, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions and patterns.

## Accessing and Correcting Your Information

You can request, change or destroy any of your held data by emailing us: YOUR EMAIL We will try to comply with your request as soon as reasonably practicable. We may not accommodate a request to change information if we believe the change would violate any law or legal requirement or cause the information to be incorrect.

# **Data Security**

We seek to use reasonable organisational, technical and administrative measures to protect Personal Information within our organisation. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify us of the problem by contacting us

### **Retention Period**

We will retain your Personal Information for the period necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

# **Changes to Our Privacy Policy**

We may change this Privacy Policy. Any changes to this Privacy Policy will become effective when we post the revised Privacy Policy on the Services. Your use of the Services following these changes means that you accept the revised Privacy Policy.

#### **Contact Information**

To ask questions or comment about this privacy policy and our privacy practices, contact us at by post or email:

JDY's Consultancy Ltd 39 Abingdon Road Leicester LE2 1HA

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