DataConsulting Privacy Policy

DataConsulting respects your privacy and is committed to protecting your personal data. This privacy policy is intended to offer transparency and clarity on what information is collected, how the information is used and why it is used when you register for one of our events, contact us or subscribe to the newsletter through the website.

Personal information definition

Personal information can be defined as information that may be used to identify you, for example, your name and email address. When you visit the website, you can do so without providing any of this information if you wish.

What personal information do we collect, how do we collect it and what do we do with it

There are a few exceptions to not requiring personal information as some additional services on the website do require the consent of your personal information to progress, these include:

The newsletter

DataConsulting delivers a monthly e-newsletter to its subscribers. To subscribe some personal information including, full name and email address, is needed and it is used in order to:

- tell you about the topics you've asked us to tell you about.
- contact you to obtain further information if required.
- contact you to check our records are up to date and your satisfaction with our service.
- contact you to update you about any changes in our service and/or policies.

DataConsulting uses a third-party provider, MailChimp, to manage its subscriber list and deliver its newsletter. Statistics around email opening and clicks are gathered using industry standard technology which help to monitor the effectiveness and improve the newsletters content.

For more information you can take a look at MailChimp's privacy notice at:
https://mailchimp.com/legal/privacy

You can unsubscribe at any time from DataConsulting's newsletter by clicking the unsubscribe link which is located at the very bottom of the newsletter or by contacting DataConsulting's data protection officer at support@dataconsulting.co.uk

Contacting us

DataConsulting's contact form requires visitor's personal information like full name, job title, company name, contact information and email address. The Information given to DataConsulting through this process is used for the purposes of:

- replying back regarding the enquiry which was submitted.
- future contact regarding the initial enquiry e.g. to check if the initial enquiry has been resolved, to see if any services DataConsulting offers can be of any help in the future etc.

DataConsulting stores this information on its customer relationship management (CRM) system until no longer necessary, for example until the initial query is solved, or upon a customer's request.

Booking a training course or registering for an event

DataConsulting delivers numerous training courses and events, but also allows visitors to register for its partners' events. Visitors wishing to attend training and/or an event will be required to register through DataConsulting's booking process. The booking process requires the consent of your personal information, like your full name, job title, company name, contact information, email address and in some cases billing address, in order to:

- proceed with the registration of your booking.
- process the invoice of your booking if payment is required.
- contact you to obtain further information if required.
- contact you regarding information specific to the booking e.g. reminders, changes to the booking etc.
- send you specific promotional material relating to the booking you made.

DataConsulting stores this information on its customer relationship management (CRM) system until no longer necessary, for example business is concluded, or upon a customer's request.

The sharing of personal information with our partners

DataConsulting does not share visitor information except when it is necessary to do so, for example:

- if you book onto one of our training courses or events, the information you've provided may need to be given to the host, for registration and security purposes only.
- if you book onto one of its partners events through the website, the information you've provided may need to be given to said partner hosting the event.

Links to other websites

DataConsulting's website does contain links to other websites, unfortunately these websites are not under their control and thus DataConsulting cannot be responsible for the protection and privacy of any information you provide whilst visiting those websites. Those websites are not governed by this privacy policy, and if you have any questions about how those sites use your information you will need to check that websites privacy notice.

Use of cookies

A cookie is a small text file containing information that a website transfers to your computer for record-keeping purposes and allows the analysing of a websites traffic patterns as well as give visitors more functionality. Cookies do not give access to your computer nor to any information beyond what you provide. Most web browsers automatically accept cookies so please consult your browsers help manual if you wish to restrict or disable the use of cookies.

DataConsulting uses a few different services which make use of cookies on its website which:

- analyses traffic to the website for DataConsulting to understand its visitors needs in order to improve the website. DataConsulting collects only anonymous, aggregate statistics, so for example they do not tie a specific visit to a specific IP address.
- offer social networking links so its visitors can share the websites blogs and content with their own peers, family or friends.

More information on DataConsulting's cookie use is available in its Cookie Policy.

Changes to this policy

DataConsulting keeps its privacy policy under review regularly and is always considering changes when they arise. If you are subscribed to our newsletter or registered with our booking system it aims to keep you informed of any major changes. Other than that DataConsulting will strive to always have the most up to date policy available on its website.

This privacy notice was last updated on 23 May 2018.

Access to your personal information

You are entitled to access the personal information DataConsulting holds on you at any time, for free, by emailing your request to our data protection officer at support@dataconsulting.co.uk

DataConsulting's principal place of business is:

**DataConsulting Ltd, Unit 3, Appleton Court, Calder Park
Wakefield, WF2 7AR, United Kingdom.**