

PRIVACY POLICY

This privacy policy is for the website www.kateknightwellbeing.com and governs the privacy of its users who choose to use it.

The policy sets out different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owner/s. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy.

The purpose of this policy is to explain to you how I control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy, you may wish to cease viewing / using this website.

Key definitions:

The following terminology may be use in this policy and applies to this Privacy Policy and any Terms and Conditions or disclaimer Notice and any or all Agreements:

"I", "my" or "me" refer to the website kateknightwellbeing.com.

"you", "the user" refer to the person(s) using this website.

GDPR means General Data Protection Act.

PECR means Privacy & Electronic Communications Regulation.

ICO means Information Commissioner's Office.

Cookies mean small files stored on a user's computer or device.

Processing of your personal data

Whilst using my website, you may be required to provide personal information (name, address, email, message.). I will process this information to contact you. All personal information supplied by you will be held securely in accordance with the General Data Protection Regulation 2018. By providing email address details, you consent to my contacting you by using the email method. I will continue to process your information under this basis until you withdraw consent, or it is determined your consent no longer exists.

You have the right at any time to request a copy of the personal information I have received from you, via my website, kateknightwellbeing.com. Should you wish to receive a copy of this or would like the details to be removed from my system, please contact kate@knightsandsconsultancy.com.

The Website

This website and its owner/s take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy. KX WEBSITE PRIVACY POLICY

Contact and Communication

Users contacting this website and/or its owner/s do so at their own discretion and provide any such personal details requested at their own risk. Any personal information that is collected via this website (name, address, email, message.) is kept private and stored securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 1998. Every effort has been made to ensure a safe and secure method for email submission process but advise users using email links that they do so at their own risk.

This website and its owner/s use any information submitted to provide you with further information about the services they offer or to assist you in answering any questions or queries you may have submitted. Your details are not passed on to any third parties.

External Links

Although this website only looks to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links can be clickable text / banner / image links to other websites.)

The owner/s of this website cannot guarantee or verify the contents of any externally linked website. Users should therefore note, they click on external links at their own risk and this website, and its owner/s cannot be held liable for any damages or implications caused by visiting any external links from this site.

Social Media Platforms

Communication, engagement, and actions taken through external social media platforms that this website and its owner/s participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage in their use with due care and caution regarding their own privacy and personal details. This website nor its owners will never ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons or links which help share web content directly from web pages to the social media platform in question. Users are advised before using social sharing buttons or links that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.



Shortened Links in social media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default, some social media platforms shorten lengthy urls, [web addresses] (this is an example: <u>http://bit.ly/zyVUBo</u>).

Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

Your individual rights

Under the GDPR your rights are as follows. You can read more about your rights in details here: <u>https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/</u>

the right to be informed; the right of access; the right to rectification; the right to erasure; the right to restrict processing; the right to data portability; the right to object; and the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [<u>http://www.ico.org.uk/</u>] if you feel there is a problem with the way we are handling your data.

Internet cookies

I may use cookies on this website to provide you with a better user experience. I do this by placing a small text file on your device / computer hard drive to track how you use the website, to keep you logged into the website where applicable.

I use tracking software provided by Google Analytics to track visitor usage and monitor how you use the site. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

Overview of the GDPR – General Data Protection Regulation: <u>https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/</u>