



conflictmasters

## Privacy Notice

**Effective Date: 22<sup>nd</sup> May 2018**

This privacy notice discloses the privacy practices for **Conflict Masters** and our website; <http://www.conflictmasters.co.uk>.

### **Purpose of this Privacy Notice**

This privacy notice applies information collected by us and it will notify you of the following:

- What information we collect;
- With whom it is shared;
- How it can be corrected;
- How it is secured;
- How policy changes will be communicated; and
- How to address concerns over misuse of personal data.

### **Responsibility for the Privacy of your Contact Information**

Sarah Crayford Brown and Alison Bennett, as the Partners of Conflict Masters, take joint responsibility for looking after your contact information and data.

### **Information Collection, Use, and Sharing**

We are the controllers of the information collected through our website; emails and through personal contact and we only have access to, or collect, information that you voluntarily give us via email; or through other direct contact from you; or as a result of a direct referral from an existing client.

We will not sell or rent this information to anyone else.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request.

If you have given us consent to do so, we may contact you via email in the future to tell you about our services and new developments, or changes to this privacy policy.

## **Your Access to and Control Over the Information**

You may opt out of any future contact from us at any time. You can also do the following at any time by contacting us via the email address or phone number provided on our website:

- See what data we have about you, if any;
- Change/correct any data we have about you;
- Have us delete any data we have about you; and
- Express any concern you have about our use of your data

## **Data storage**

We collect and store contact data in the following ways:

- On a Google Insightly CRM platform – this is controlled by Conflict Masters partners. A copy of the Insightly Privacy Policy is available through our website;
- In emails – these are held in the personal email boxes of Conflict Masters partners;
- In DropBox – folders that are exclusively accessed by Conflict Masters partners;
- Within the contacts lists on our personal phones; and
- In paper copies of business documents eg proposals which are retained within our private offices.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

We use encryption to protect sensitive information transmitted on line, for example during an investigation, and we also protect your information offline and shred sensitive information that no longer needs to be retained.

## **Links**

Our web site may contain links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **Business and Networking events**

We often meet new contacts at these events and we may request contact information. We will ensure that we make clear the purpose of the information collected and what we will do with it. Provision of this information is completely voluntary and you may choose whether or not to disclose this information to us.

Information requested will generally be contact information and this will be used to progress business discussions and for example, to notify the winners of a prize draw.

We will ask you if you are willing for us to contact you in the future.

### **Notification of Changes**

Whenever material changes are made to the privacy notice we will issue an updated privacy notice.

### **If you have concerns**

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 07932 150453 / 07833 131649 or via email at [info@conflictmasters.co.uk](mailto:info@conflictmasters.co.uk)**

21<sup>st</sup> May 2018