

# Privacy Policy

## Change to our privacy notice

This is the current version of our privacy notice. It was last updated on 01/07/2020.

## Who we are

C2W Consulting, facilitation and engagement specialists based in Argyll, Scotland.

## Your personal data

This website ([www.c2w.org.uk](http://www.c2w.org.uk)) is owned and operated by C2W Consulting. C2W Consulting will be the Data Controller of any personal data processed during your use of this website. IONOS, as host of the website, will be the Data Processor.

The privacy notice applies when you visit this website and when you provide any personal information through this website. This privacy notice does not apply to any websites you may visit by linking from this website. This website is not intended for children and we do not knowingly collect personal information relating to children.

## Types of personal data we collect

Although we do not operate any active data harvesting on this website (e.g. a newsletter sign up, cookies or other data collection mechanism) C2W Consulting may collect, use, store and share different kinds of personal information about you (e.g. through you connecting with us using the contacts section or via analytics).

- **Identity Data:** Name
- **Contact Data:** Email address
- **Technical Data:** Internet Protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access the online Directory
- **Usage Data:** Information about how you use the website
- **Aggregated Data** such as statistical or demographic data. Aggregated Data may be derived from your personal information but is not considered personal information in law as this data does not directly or indirectly reveal your identity.
- **Anonymised Data** is the process of turning personal information into a form which does not identify individuals and where identification is not likely to take place
- **Company Data** is any information relating to a company, such as the company's address, financial information, business plans (although these may contain elements of personal information), methodologies, project briefs etc.

The lawful grounds for processing personal information from the website is to respond to enquiries made by visitors to the website.

## How personal information is collected

Personal information will be collected directly from you when you use the website, including where you use the “contact us” form.

## **How your personal information is used**

The website collects and uses personal information about you and will use it for the following purposes:

- Where you use the “contact us” form, to submit and answer your enquiry.
- To monitor use of the website.

## **How long C2W Consulting keeps personal data for**

Where you make an enquiry, your personal information will be held for a period of 2 years after your enquiry is answered, or as part of our legal requirements.

## **Who C2W Consulting will share your information with**

We will not share your personal information with anyone without your express permission except where required to do so by law, e.g. we may share your information with law enforcement agencies.

## **Security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. All personal data collected on the website via the “contact us” form is held securely.

## **Your rights**

Access to your information – You have the right to request a copy of the personal information that C2W Consulting holds, request that it is deleted or correct any errors.

Contact details

Sarah Brown, C2W Consulting, Rudha Beg, Appin, Argyll, PA38 4BA

Email – [sarah@c2w.org.uk](mailto:sarah@c2w.org.uk), 01631 730327, 07867 623683

## **Complaints**

C2W Consulting seeks to resolve directly all complaints about how it handles personal information, but you also have the right to lodge a complaint with the Information Commissioner’s Office whose contact details are as follows:

**Information Commissioner, Scotland**

45 Melville St, Edinburgh EH3 7HL

**Phone:** 0303 123 1115