

PRIVACY POLICY

Lewis Communicate Limited is a communications and coaching consultancy operating within a variety of sectors and industries. This privacy policy explains how we use any personal information we collect about you as we connect or when you use this website.

Our responsibility as we keep your data

We are responsible for keeping your data secure and for only using it for the purposes that it was acquired. In most cases that is for us to keep in contact with you, but as things progress it might include us sending you information, news and marketing information about Lewis Communicate. The important thing for you to know is that it is your choice if you would like to receive anything from us and so at that point you will be asked to 'opt in' to receive it.

We will always be responsible and take care of your contact information. Nothing will ever be shared with any organisation or group for marketing purposes.

What information do we collect about you?

We only hold the information that you send us or tell us about. We do not gain any further information about you from third parties. This information tends to include:

Name / Address / Email / Phone number and/or where relevant Website URLs.

Other than this we will never request information that is not relevant to the work we will be doing with you or on your behalf. In respect of coaching, private information discussed in sessions are treated as confidential and are not recorded or held. From time to time actions might be noted and these are kept securely along with your other data. Please note that you can request to see what data is held about you at any time by contacting XXX.

How do we protect your data?

We will take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We are mindful that we cannot prevent every security breach, but we prioritise data security and will do everything we can to ensure your data is safeguarded.

For how long do we keep data?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. This includes satisfying any legal, accounting or reporting requirements.

As a data subject, you have the right to request access to your own personal information. This includes the following:

- access and obtain a copy of your data on request;
- request that we amend incorrect or incomplete data;

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- request that we delete or stop processing your data, for example where the data is no longer necessary or required;
- object to the processing of your data;
- ask us to stop processing data for a period if required;
- request an electronic copy of your personal data.

You also have the right to complain to the [Data Protection Authority in the UK](#).

If you have any requests for data, please contact trudy@lewiscommunicate.com.

Changes to this Privacy Notice

We reserve the right to update this Privacy Policy at any time, and we will provide you with a new version of this Privacy Policy when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information. This Privacy Policy does not form part of any contract to provide services.

If you are unsure about how or if this Privacy Policy applies to you, please contact trudy@lewiscommunicate.com.