

Green Pepper Consultancy:

# Privacy Policy

## What personal data is collected and held?

Green Pepper collects data that you provide in the course of its usual operations. Specifically

- When you enquire about any of Green Pepper's services,
- When you book onto a training event run by Green Pepper, directly or via Eventbrite.
- When you book onto a webinar run by Green Pepper (via LiveWebinar).
- During the delivery of services to clients (you and organisations),
- During enquiries (including telephone and/or online) made by Green Pepper on behalf of, and in order to deliver services to, clients.
- When entering into any partnership or associate relationship with Green Pepper,
- When you consent to be added to the newsletter mailing list.

The personal data collected from you includes all appropriate contact details: name, email address, organisation and telephone number(s). Green Pepper may also collect by agreement with you, or from the public domain, organisational/personal address details, social media profile names, and Skype/FaceTime profile names. Data regarding characteristics such as an individual's disability will not be collected unless specifically required and given for the purposes of providing a particular service (e.g. to meet an individual's particular special needs or to provide a specific service to the individual).

## How will your data be used?

The lawful bases for using your data are as follows:

Appropriate contact details (see above) will be processed to enter into or perform a contract to deliver services to clients, to hire venues, or to enter into a formal associate relationship.

Provided that it does not override your own rights, Green Pepper will also process your data in order to pursue the following legitimate business interests:

- the delivery of training/webinar events including the creation of attendee lists;
- enquiring about venues;
- promoting Green Pepper's services;
- sending briefings and materials that you have requested;
- undertaking consultancy on your behalf;
- reporting and evaluation; and
- social networking.

Your name and email address will be processed for email direct marketing where you have given your consent (see below).

## Email Direct Marketing

From time to time, Green Pepper sends out by email an e-newsletter, containing information about blog articles, and current and future services available from Green Pepper. Inclusion on the mailing list to receive the newsletter requires your consent. You are required to “opt-in” to receive the e-newsletter; and you may unsubscribe (revoke) your consent at any time by contacting Green Pepper or clicking the unsubscribe link in the mailing.

## Sharing or Transfer of data

Green Pepper may provide your name and contact information to organisations with whom it has contracted for the delivery of training or other services (such as hiring a room on their premises) in order to meet its contractual and/or health and safety duties (e.g. by providing a list of participants). Green Pepper may also disclose information if required to do so by law, to enforce legal rights, or for the protection of your safety. For example, if an accident occurs while using another organisation’s premises Green Pepper may be required to share your contact information with the premises provider and/or appropriate statutory bodies.

Green Pepper uses Eventbrite for event bookings and Mailchimp to provide by email, its e-newsletter. These services are based outside the EU. However, the data they collect is processed in accordance with their terms and conditions, and by the prevailing European law. Green Pepper uses LiveWebinar for webinar bookings, which has offices in the US and the EU; and processes data in accordance with prevailing European law.

Green Pepper will never sell, rent or trade your personal data.

## Storing and Protecting Your Data

Green Pepper operates solely within the UK. However, data is stored with appropriate online service providers who specialise in data storage and have appropriate security. These are Dropbox, Eventbrite, LiveWebinar, iCloud, and Mailchimp. Green Pepper keeps data for no longer than required; and in accordance with Green Pepper’s data retention policy (available upon request).

Access to your data is strictly controlled; and protected by appropriate electronic security measures. This includes the encryption of laptop computers.

## Your rights and further information

Under the *General Data Protection Regulation*, you have a number of data rights including a right to information, to access, to be forgotten, to have errors rectified, to restrict and to object to data processing. Information and advice on enforcing these rights is available from the Information Commissioner’s Office Helpline: 0303 123 1113.

If you have a complaint about your data privacy, please contact David Green, Director, Green Pepper Consulting: email david@greenpepperconsulting.co.uk tel. 07484 785666

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