

HMG Consulting Ltd

Privacy Policy

Thank you for visiting the HMG Consulting Ltd Website.

In this privacy policy we set out how HMG Consulting Ltd, uses and protects any information that you give us, in accordance with the General Data Protection Regulation (GDPR).

If you don't accept and agree with our privacy policy, then you must not access or use our services.

This notice applies to users of HMG Consulting Ltd. This notice does not form part of any contract of employment or other contract to provide services. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

When this policy mentions "Helen MG Consulting," "we," "us," or "our," it refers to HMG Consulting Ltd, the body responsible for your information under this Privacy Policy (the "data controller"). HMG Consulting Ltd is a "data controller". This means we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

HMG Consulting Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy policy. Helen Woodward is our data protection officer and can be contacted at helen@helenmgconsulting.com

We may change this policy at any time. You should check this page from time to time to ensure that you are happy with any changes.

Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way

2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
3. Relevant to the purposes we have told you about and limited only to those purposes
4. Accurate and kept up to date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely

What we collect

We may collect the following information:

- Contact information such as phone number and email address
- Information about how you use our service, for example, which of the pages you visit
- Other information as required in providing our services

How we collect your personal information

We collect personal information about our users when you contact us about services or sign up to receive news, register for a course and provide information about yourself.

What we do with the information we gather

We require this information to understand your needs and for our legitimate interests in providing you with our service, and in addition for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- If you provide specific consent, we may periodically send promotional messages about new products, special offers or other information which we think you may find interesting.
- From time to time, we may also use your information to contact you via standard means for market research purposes.

HMG Consulting Ltd will not sell any confidential customer data to third parties.

HMG Consulting Ltd uses tools and services provided by other companies to assist in providing our services. Where the company we engage has or potentially will have access to or process data, which may include personal data, we call these subprocessors. These providers have limited access to your information to perform tasks on our behalf and are contractually bound to protect and to use it only for the purposes for which it was disclosed and consistent with this Privacy Policy. Examples of the sorts of sub processes and tools we use are provided below.

- Communication and support tools so that we can email you updates about our services (e.g. using MailerLite)
- Advertising tools so that, for example, we can monitor and understand the effectiveness of our advertising.
- Data gathering tools so that, for example, we can ask you in convenient and simple ways for information and your feedback.

We engage sub processors whom we deem to provide security, confidentiality and training regarding the use of personal data at least as rigorous as our own standards and whom we are confident will inform us of any actual or potential security breaches within a timely manner.

We do not need your consent to process your personal data in order to perform our contractual obligations to you. In limited circumstances, we may approach you for your written consent to allow us to process certain data or particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent for sensitive data from us.

How we use cookies

A cookie is a small file that is placed on your web browsing device's hard drive. Most modern web browsers accept cookies by default. However, you can usually configure your web browser to accept or decline cookies from some or all websites if you prefer. Cookies are often used to improve your experience, for example, by remembering some information for your next visit so that content can be better personalised to you, or to save you from re-entering information. Consequently, declining cookies may prevent you

from taking full advantage of the website and in some cases certain parts of the site may not work as expected.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs.

At times we experiment with the content on our site and may present different content or a different experience to different users. Cookies help us with this website personalisation by helping keep track of what content you should see.

Overall, cookies help us provide you with a better website and a more cost-effective service. A cookie in no way gives us access to your computer.

When we contact you

We will never contact you to ask you to disclose any security credentials. Be cautious about opening links contained in SMS messages or emails that you do not recognize and beware of phishing scams.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site we do not have any control over other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

Viewing or transferring your data

You may request details of personal information you have provided to us in a structured, commonly used, and machine-readable format and/or request us to transmit this information to another service provider, where technically feasible.

Making changes to your data

If the data we hold about you is out of date or incorrect, you have the right to contact us to update and correct it. Please contact us and we will work to make appropriate changes.

Deleting your data

We generally retain your personal information for as long as is necessary for the performance of the contract between you and us and to comply with our legal obligations. Details of work completed through HMG Consulting Ltd will be kept for at least 6 years. If you no longer want us to use your information you can request that we erase your personal information.

If you request the erasure of your personal information:

You will not have to pay a fee to access your personal information, or to exercise any of the other rights. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

You may send data requests for any of the above purposes to our data protection officer helen@helenmgconsulting.com.

Users visiting the HMG Consulting Ltd website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use. Every effort has been made to ensure safe and secure data submission processes, but we advise users that they do so at their own risk.

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