
PRIVACY POLICY

BACKGROUND:

Achieving Clarity understands that your privacy is important to you and that you care about how it is used and shared online. We respect and value the privacy of everyone who visits Our Site and therefore (subject to the limited exceptions in section 5, below) do not collect information about you unless you contact us (in which case, see section 4, below). Any information we do collect will only be used in ways that are useful to you and in a manner consistent with your rights and Our obligations under the law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of Our Site. If you do not accept and agree with this Privacy Policy, you must stop using Our Site immediately.

1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

“Data”	means collectively all information that you submit to Achieving Clarity via the Website. This definition shall, where applicable, incorporate the definitions provided in the Data Protection Act 1998;
“Achieving Clarity”	means Achieving Clarity Ltd of Kent Enterprise House, 1 The Links, Herne Bay, Kent CT6 7GQ;
“User”	means any third party that accesses the Website and is not employed by Achieving Clarity and acting in the course of their employment; and
“Website”	means the website that you are currently using (www.achievingclarity.co.uk) and any sub-domains of this site (e.g. subdomain.achievingclarity.co.uk) unless expressly excluded by their own terms and conditions.

2. Information About Us

1. Our Site, www.achievingclarity.co.uk, is [owned and] operated by Achieving Clarity [, a limited company registered in England under 09043613, whose registered address is Kent Enterprise House, 1 The Links, Herne Bay, Kent CT6 7GQ and whose main trading address is] **OR** [of] Kent Enterprise House, 1 The Links, Herne Bay, Kent CT6 7GQ. [Our VAT number is 112612660.]
2. [We are regulated by CIPD, CIMA, IOSH, AAT and ILM.]

3. [We are a member of CIPD, CIMA, IOSH, AAT and ILM.]

3. **Scope – What Does This Policy Cover?**

This Privacy Policy applies only to your use of Our Site. It does not extend to any websites that are linked to from Our Site (whether We provide those links or whether they are shared by other users). We have no control over how your data is collected, stored or used by other websites and We advise you to check the privacy policies of any such websites before providing any data to them.

4. **Data Collected**

1. Subject to section 4.3, Our Site does not collect any data from you unless you contact Us via an email link which is included on Our Site. We do not place cookies on your computer, nor do We use any other means of data collection.
2. From emails We may collect your name, your email address and any other information which you choose to give us.
3. Our Site automatically collects the following (non-personal) data:
 1. Your IP Address;

5. **How Do We Use Your Data?**

1. All personal data is stored securely in accordance with the principles of the Data Protection Act 1998. For more details on security see section 6, below.
2. As noted above, We do not generally collect any data. Where We do (if you email Us, for example), We may use your data as follows:
 1. [Responding to communications from you;]
3. We will not share any of your data with any third parties for any purposes.

6. **How and Where Do We Store Your Data?**

1. We only keep your data for as long as We need to in order to use it as described above in section 5, and/or for as long as We have your permission to keep it.
2. [Your data will only be stored within the European Economic Area (“the EEA”) (The EEA consists of all EU member states, plus Norway, Iceland and Liechtenstein).]

OR

2. [Some or all of your data may be stored or transferred outside of the

European Economic Area (“the EEA”) (The EEA consists of all EU member states, plus Norway, Iceland and Liechtenstein). You are deemed to accept and agree to this by using Our Site and submitting information to Us. If We do store or transfer data outside the EEA (this may be the case, for example, if Our email server is located in a country outside the EEA), We will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the EEA and under the Data Protection Act 1998.]

3. Data security is of great importance to Us, and to protect your data We have taken suitable measures to safeguard and secure any data We hold about you (even if it is only your email address).
4. [Steps We take to secure and protect your data include:
 1. Secure hardware encryption]
5. Notwithstanding the security measures that We take, it is important to remember that the transmission of data via the internet may not be completely secure and that you are advised to take suitable precautions when transmitting to Us data via the internet.

7. **How Can You Access Your Data?**

You have the legal right to ask for a copy of any of your personal data held by Us (where such data is held) on payment of a small fee which will not exceed £100. Please contact Us for more details at info@achievingclarity.co.uk, or using the contact details below in section 12.

8. **Contacting Us**

If you have any questions about Our Site or this Privacy Policy, please contact Us by email at info@achievingclarity.co.uk, by telephone on 01227 743345, or by post at Kent Enterprise House, 1 The Links, Herne Bay, Kent CT6 7GQ. Please ensure that your query is clear, particularly if it is a request for information about the data We hold about you (as under section 11, above).

9. **Changes to Our Privacy Policy**

We may change this Privacy Policy as we may deem necessary from time to time, or as may be required by law. Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Site following the alterations. We recommend that you check this page regularly to keep up-to-date.