

# **Privacy Policy**

#### Who we are

We are Decide EDI Consulting Ltd, a diversity & inclusion agency. Our website address is: https://decideconsulting.co.uk

Under current data protection legislation, we are designated a "data controller". This means we have a responsibility to inform you of how and why we collect your data.

### What personal data we collect

When you browse our website, we may collect the following data for analytics purposes (see below). None of this is personally identifiable:

- Browser version and configuration
- Device information
- Rough geographic locationIP address (anonymised)

When you provide it through the submission of a form, we may also collect:

- Full name
- Email address
- Company

This information will only be used for the purposes for which it was provided (see below).

## How and why we collect your data

#### **Contact forms**

- When you submit a contact form, we will only use your data to respond to your
- We will never sell your data to a third party
- We will only send other future correspondence with your express permission.

### **Cookies and Analytics**

- Like most websites, we use cookies in order for the site to function correctly.
- None of these essential cookies collect any personally identifiable data about you.
- By continuing to use our site, you accept the use of these cookies. You can find out more about cookies here.



In order to understand how people use our site, and to improve where appropriate, we use <u>Google Analytics</u>.

#### **Google Analytics**

- We use Google Analytics to measure traffic and user interaction on the site.
- Google Analytics does not identify you personally; rather it provides information on user experience and traffic as a whole.
- Google Analytics uses cookies to collect data on our users' behaviour and their devices (in particular device's IP address (captured and stored only in anonymised form), device screen size, device type (unique device identifiers), browser information, rough geographic location).

If you would like to opt out you can do so at <a href="https://tools.google.com/dlpage/gaoptout">https://tools.google.com/dlpage/gaoptout</a>.

#### **Embedded content from other websites**

- Pages on this site may include embedded content (e.g. videos, images, articles, etc.).
- Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.
- These websites may collect data about you, use cookies, embed additional thirdparty tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

#### How long we retain your data

- We will retain personally identifiable data only for the length of time required to fulfil the purpose of your enquiry or contract.
- This does not include any data we are obliged to keep for administrative, legal, or security purposes.

#### What rights you have over your data

- Access You can request to receive a file of the personal data we hold about you, including any data you have provided to us.
- Erasure You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.
- Rectification If you believe that the data we hold on you is inaccurate or incomplete, you can request that we update it as appropriate.

#### **Additional information**

#### How we protect your data



• Data is secured with password protection and access is restricted to select employees

# Who will we share your data with?

We will only share your data with a third party when one of the following applies:

- This is required in order to undertake your business with us
- We are obligated by law to do so

## **Changes to this Policy**

Any updates or amends to our policy will be reflected on our website at https://decideconsulting.co.uk.

Last updated; 25 October 2023

#### **Contact Us**

If you have any questions or complaints, you can contact us using the information below:

Send an email to <a href="mailto:info@decideconsulting.co.uk">info@decideconsulting.co.uk</a>