### PRIVACY POLICY

Your privacy is important to us. We are committed to protecting and respecting your privacy in accordance with the GDPR we will outline how information is collected and how we used it.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. By providing personal data to us, you are accepting and consenting to the practices described in this policy.

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies.

This privacy notice aims to give you information on how we collect and processes your personal data. It includes information you provide when you complete an application form, change/update your personal details, contact preferences etc. The information you give us may include your name, address, e-mail address and phone number, financial.

#### **Contact Details**

Our privacy manager is: Helen Sieroda <a href="www.wisegoose.co.uk">www.wisegoose.co.uk</a> is a site owned and operated by Wise Goose Limited, a company registered in England and Wales

We would appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

### Third-Party Links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

#### Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this site and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

We will never ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact us through primary communication channels such as by telephone or email.

## The Data We Collect About You

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- Contact Data includes billing address, home and/or contact address, email address and telephone numbers.
- Financial Data includes bank account details.
- Transaction Data includes details about payments from you, details of your education where you request our courses and details about you when you register.

#### How We Use Your Personal Data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

Where we need to perform the contract we are about to enter into or have entered into with you.

To provide you with the information, products and services that you request.

Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Where we need to comply with a legal or regulatory obligation.

You have the right to withdraw consent to marketing at any time by contacting us.

# **Email Newsletter**

We operate an email newsletter program, used to inform subscribers about products and services. All personal details relating to subscriptions are held securely and in accordance with GDPR. No personal details are passed on to third parties nor shared with companies / people outside of the company that operates this website. You may request a copy of personal information held about you by this website's email newsletter program. A small fee will be payable. If you would like a copy of the information held on you please contact us.

In compliance with GDPR subscribers are given the opportunity to un-subscribe at any time through an automated system. This process is detailed at the footer of each email campaign.

## Disclosure Of Your Personal Data

We may have to share your personal data with the parties set out below for the purposes set out in the information above.

- Our course providers (venues, speakers and coaches);
- Educational or accrediting bodies;
- Eventbrite to manage the booking of courses (whose terms and conditions can be found at https://www.eventbrite.co.uk/I/LegalTerms/

• Third parties to whom we may in future choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions. We will not disclose your personal data to any other third parties without your specific consent unless we are required to do so by law.

# Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality and all paper that contains personal information is shredded.

### Data Retention

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

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data, whether we can achieve those purposes through other means, and the applicable legal requirements. In some circumstances you can ask us to delete your data – please see below.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.