



J Fox Consultancy Limited: Privacy Notice

This privacy notice explains how J Fox Consultancy Ltd collects and uses your personal information. Please read it carefully; if you have any further questions please do not hesitate to contact us. This is also available on our website.

Our promise.

J Fox Consultancy Ltd is committed to respecting your privacy and ensuring the personal information you have given us is processed in accordance with the Data Protection Act 1988 and the Privacy and Electronic Communication Regulations 2003. These laws are being updated in May 2018 and strengthen your rights and give you control over the personal information that organisations hold about you.

How we collect personal information.

We collect information from you when we work together for example:

- **Strategy development:** vision, values and behaviours, and strategy review.
- **Leadership development:** programmes to maximise individual development.
- **Training:** programmes to meet organisational, team and individual need.
- **Facilitation:** working with teams.
- **Mediation:** resolving workplace conflict with individuals and teams.
- **Coaching and mentoring:** supporting individual and team performance.

The personal information we collect.

The personal information we collect will be, in the majority of cases, will be related to your place of work and include:

- Your name.
- Your business contact details: postal address, phone number and email.
- Records of your contact with us: emails, hand written notes, electronic documents such as notes from meetings and training materials.

The exception to this includes clients who we work with outside their normal place of work. Here the personal information we collect may differ and include:

- Your preferred contact details (phone and email).
- Your home address for invoicing purposes.

Why we collect your personal information.

We will only collect personal information relating to the work you or your place of work contracts us to deliver.

Marketing permissions.

We will never use your personal information for marketing purposes unless we have your explicit permissions to do so.

Who we share your information with.

Your information will be kept securely at all times and will not be shared with anyone unless we have your specific consent to do so.

How long we keep your data.

We will only keep your personal information for as long as it is required and in accordance with statutory requirements. This will be discussed with you when we work with you. If you require any further information please contact us.

Your information rights and choices.

The Data Protection Act gives you rights, which may not apply in all circumstances, including:

- To be informed about our processing of your personal data.
- To request in writing and securely obtain copies of the your personal information we hold.
- To correct or update your personal information processed by the company.

Reporting concerns.

Please contact us if you wish to raise a concern about how we handle your personal information. You also have the right to lodge a complaint with the Information Commissioner's Office about how we manage your data.

Changes to this Privacy Notice.

We will review this Privacy Notice regularly, and may update it, should there be a change in the law, or our operational procedures. If there are any significant changes in the way we process your personal information, we will send you a notification.

If you would like further clarification, please do contact us on:

J Fox Consultancy Ltd
Email: janet@jfoxconsultancy.co.uk
Phone: 07985 060 849
Website: www.jfoxconsultancy.co.uk

Helping to realise potential
and achieve success with
organisations, teams and
individuals

07985 060849
janet@jfoxconsultancy.co.uk

jfoxconsultancy.co.uk

