**Privacy Statement**

Your privacy is important. It is my policy as a Consultant to respect your privacy and comply with any applicable law and regulation regarding any personal information I may collect about you, including across my website, https://markhollander.wixsite.com/website.

This statement is effective as of 1 February 2022 and was last updated on 9 March 2022.

**Information I Collect**

Information I collect includes both information you knowingly and actively provide me with when using or participating in any of my services, and any information automatically sent by your devices in the course of accessing my products and services.

**Log Data**

When you visit my website, my server may automatically log the standard data provided by your web browser. It may include your device’s Internet Protocol (IP) address, your browser type and version, the pages you visit, the time and date of your visit, the time spent on each page, other details about your visit, and technical details that occur in conjunction with any errors you may encounter.

Please be aware that while this information may not be personally identifying by itself, it may be possible to combine it with other data to personally identify individual persons.

**Personal Information**

I may ask for personal information which may include one or more of the following:

* Name
* Email
* Phone/mobile number
* Home/mailing address

**Legitimate Reasons for Processing Your Personal Information**

I only collect and use your personal information when I have a legitimate reason for doing so. In which instance, I only collect personal information that is reasonably necessary to provide my services to you.

**Collection and Use of Information**

I may collect personal information from you when you do any of the following on my website:

* Use a mobile device or web browser to access content
* Contact me via email, social media, or on any similar technologies
* When you mention me on social media

I may collect, hold, use, and disclose information for the following purposes, and personal information will not be further processed in a manner that is incompatible with these purposes:

* to contact and communicate with you
* to send you information about my products and services and information about third parties that I consider may be of interest to you
* for internal record keeping and administrative purposes

Please be aware that I may combine information I collect about you with general information or research data I receive from other trusted sources.

**Security of Your Personal Information**

When I collect and process personal information, and while I retain this information, I will protect it within commercially acceptable means to prevent loss and theft, as well as unauthorized access, disclosure, copying, use, or modification.

Although I will do my best to protect the personal information you provide to me, I advise that no method of electronic transmission or storage is 100% secure, and no one can guarantee absolute data security. I will comply with laws applicable to me in respect of any data breach.

**How Long I Keep Your Personal Information**

I keep your personal information only for as long as I need to. This time period may depend on what I am using your information for, in accordance with this privacy policy. If your personal information is no longer required, I will delete it or make it anonymous by removing all details that identify you.

However, if necessary, I may retain your personal information for my compliance with a legal, accounting, or reporting obligation or for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

**Children’s Privacy**

I do not aim any of my products or services directly at children under the age of 13, and I do not knowingly collect personal information about children under 13.

**International Transfers of Personal Information**

The personal information I collect is stored and/or processed where I or my partners, affiliates, and third-party providers maintain facilities. Please be aware that the locations to which I store, process, or transfer your personal information may not have the same data protection laws as the country in which you initially provided the information. If I transfer your personal information to third parties in other countries: (i) I will perform those transfers in accordance with the requirements of applicable law; and (ii) I will protect the transferred personal information in accordance with this privacy policy.

**Your Rights and Controlling Your Personal Information**

You always retain the right to withhold personal information from me. I will not discriminate against you for exercising any of your rights over your personal information. If you do provide me with personal information you understand that I will collect, hold, use and disclose it in accordance with this privacy policy. You retain the right to request details of any personal information I hold about you.

If I receive personal information about you from a third party, I will protect it as set out in this privacy policy. If you are a third party providing personal information about somebody else, you represent and warrant that you have such person’s consent to provide the personal information to us.

If you have previously agreed to me using your personal information for direct marketing purposes, you may change your mind at any time. I will provide you with the ability to unsubscribe from my email-database or opt out of communications. Please be aware I may need to request specific information from you to help us confirm your identity.

If you believe that any information I hold about you is inaccurate, out of date, incomplete, irrelevant, or misleading, please contact me using the details provided in this privacy policy. I will take reasonable steps to correct any information found to be inaccurate, incomplete, misleading, or out of date.

If you believe that I have breached a relevant data protection law and wish to make a complaint, please contact me using the details below and provide me with full details of the alleged breach. I will promptly investigate your complaint and respond to you, in writing, setting out the outcome of my investigation and the steps I will take to deal with your complaint. You also have the right to contact a regulatory body or data protection authority in relation to your complaint.

**Limits of This Policy**

My website may link to external sites that are not operated by me. Please be aware that I have no control over the content and policies of those sites, and cannot accept responsibility or liability for their respective privacy practices.

**Changes to This Policy**

At my discretion, I may change my privacy policy to reflect updates to my business processes, current acceptable practices, or legislative or regulatory changes. If I decide to change this privacy policy, I will post the changes here at the same link by which you are accessing this privacy policy.

If required by law, I will get your permission or give you the opportunity to opt in to or opt out of, as applicable, any new uses of your personal information.

**Contact Me**

For any questions or concerns regarding your privacy, you may contact me using the following details:

Mark Hollander

markhollander@virginmedia.com