

## C-Change Management Privacy policy

C-Change Management Ltd website is administered by C-Change Management on our own behalf. The primary purpose of this website is to help us explain more about C-Change Management, our ethos and our services, to existing and potential clients. We want you to feel secure when you visit our website and assure you we are committed to maintaining your privacy when doing so.

C-Change Management Ltd collects information on [www.c-changeuk.com](http://www.c-changeuk.com) in 2 ways:

- 1) Directly (eg when you provide information – on our contact page)
- 2) Indirectly (eg through our website technology)

### **We may collect and process the following information:**

Our website collects information about your computer, including (where available) your IP address, operating system and browser type, for system administration, traffic filtering, user domains and reports on statistics.

Details of your visits to our website, the pages you view and resources you access or download, including but limited to, traffic data, location data and other communication data. Please see the Cookies section below for more information.

### **How we use information we collect from our site:**

We use personal data to provide you with information you request from us to fulfil your request for information, to contact you for marketing purposes, only where you have provided your express permission to do so. We do not store any personal financial data and we do not sell services through our website.

### **Cookies**

We analyse IP and browser information to determine what is most effective about our website, to help us identify ways to improve it and to make it more effective. By using our website, you agree that we can place cookies and other similar technologies on your device, which can be deleted by you at any time.

### **Data security**

We are committed to protecting the security of your personal information and take all reasonable precautions to guard the personal information you provide to us. We use the latest security technology to protect our computer systems and storage capability to prevent information about you being lost, stolen, misused through unauthorised access, disclosure, alteration and destruction.

If the data we hold is compromised in any way we work in accordance with GDPR as follows:

- We will report breach of personal data to the relevant supervisory authority and do this within 72 hours of becoming aware of the breach, where feasible.
- If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms we will also inform those individuals without delay.
- We will keep a record of all types of personal data breaches