

# CLIENT PRIVACY POLICY

## BACKGROUND:

In this Policy, unless specified otherwise, words and phrases shall have the same meanings as specified in Our Terms and Conditions.

COLLABORATIVE COMMUNICATIONS LTD, a company incorporated in Scotland (Registered number SC658161) and having its Registered Office at 52 Braehead Crescent, Stonehaven, Scotland, AB39 2PS understands that your privacy as a Client is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of Our Clients and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. If you do not accept and agree with this Privacy Policy, you must stop using Our Services immediately.

## 1. Definitions and Interpretation

In this Policy the following terms shall have the following meanings:

<b>“Cookie”</b>	means a small text file placed on your computer or device by Our Services when you visit certain parts of Our Services and/or when you use certain features of Our Services. Details of the Cookies used by Our Services are set out in Part 14, below;
<b>“Cookie Law”</b>	means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003; and
<b>“We/Us/Our”</b>	means the said COLLABORATIVE COMMUNICATIONS LTD (as above).

## 2. Information About Us

- 2.1 Our Data Protection Officer is: Karen Slupinski
- 2.2 Email address: karen@collaborativecomms.co.uk

## 3. What Does This Policy Cover?

This Privacy Policy covers the data we collect process and store when using Our Services.

## 4. What Is Personal Data?

- 4.1 Personal data is defined by the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) (where applicable in relation to the storage retention and processing of EU personal data), the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) (the “UK GDPR”), as it forms part of the law of England and Wales, Scotland, and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 and the Data Protection Act 2018 (collectively, “**the Data Protection Legislation**”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.
- 4.2 Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

## 5. What Are My Rights?

Under the Data Protection Legislation, individuals have the following rights, which We will always work to uphold:

- a) The right to be informed about Our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact Us to find out more or to ask any questions using the details in Part 15.
- b) The right to access the personal data We hold about you. Part 13 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by Us is inaccurate or incomplete. Please contact Us using the details in Part 15 to find out more.
- d) The right to be forgotten, i.e. the right to ask Us to delete or otherwise dispose of any of your personal data that We hold. Please contact Us using the details in Part 15 to find out more. (We only hold personal data for certain periods of time, as explained in Part 8 but if you would like Us to delete it sooner, please contact Us using the details in Part 15). Please note that deletion of certain personal data may prevent Our Services from functioning;
- e) The right to restrict (i.e. prevent) the processing of your personal data.

- f) The right to object to Us using your personal data for a particular purpose or purposes.
  - g) The right to withdraw consent. This means that, if We are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
  - h) The right to data portability. This means that, if you have provided personal data to Us directly, We are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask Us for a copy of that personal data to re-use with another service or business in many cases.
  - i) Rights relating to automated decision-making and profiling. For more information please see Part 7.
- 5.2 For more information about Our use of your personal data or exercising your rights as outlined above, please contact Us using the details provided in Part 15.
- 5.3 It is important that your personal data is kept accurate and up-to-date. If any of the personal data We hold about you changes, please keep Us informed as long as We have that data.
- 5.4 Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.
- 5.5 If you have any cause for complaint about Our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.
- 5.6 We would welcome the opportunity to resolve your concerns Ourselves, however, so please contact Us first, using the details in Part 15. If We are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office details of which can be found here <https://ico.org.uk/>.

## 6. What Data Do We Collect and How?

- 6.1 Depending upon your use of Our Services, We collect and hold some or all of the personal and non-personal data set out below, using the methods also set out in the table. Please also see Part 14 for more information about Our use of Cookies and similar technologies.
- 6.2 You agree not submit or upload any 'Special Category' data to Us. We will not request any Special Category data from you the Client when providing Our Services. Special Category data is:
- a) personal data revealing racial or ethnic origin;
  - b) personal data revealing political opinions;
  - c) personal data revealing religious or philosophical beliefs;

- d) personal data revealing trade union membership;
- e) genetic data;
- f) biometric data (where used for identification purposes);
- g) data concerning health;
- h) data concerning a person's sex life;
- i) personal data pertaining to children (any person under the age of 18 years); and
- j) data concerning a person's sexual orientation.

Data Collected	How We Collect the Data
Identity Information including: name, title, date of birth and gender.	Relevant information noted during conversations/emails, and stored securely in your client file in Microsoft365. Psychometric profiles are also stored in these files as well as the C-me dashboard.
Contact information including: email addresses and telephone numbers.	Relevant information noted during conversations/emails/ correspondence with Us, and stored securely in your client file in Microsoft365.
Business information including: job title and profession.	Relevant information noted during conversations/emails/ correspondence with Us, and stored securely in your client file in Microsoft365.
Profile information including: post codes, preferences and login details.	Relevant information noted during conversations/emails, and stored securely in your client file in Microsoft365. Log-in details are stored securely in LastPass and/or BitWarden.
Technical information including: IP address, web browser type and version, operating system and a list of URLs starting with a referring site, your activity on Our Services, and the site you exit to.	Relevant information noted during conversations/emails, and stored securely in your client file in Microsoft365. Log-in details are stored securely in LastPass and/or BitWarden. (For more information on how we share your personal data please see Part 10)

## 7. How Do We Use Your Personal Data?

- 7.1 Under the Data Protection Legislation, We must always have a lawful basis for using personal data. The following table describes how We may use your personal data, and Our lawful bases for doing so:

What We Do/ Lawful Basis/ requirement for collecting personal data	What Data We Use
Providing and managing your access to Our Services.	Name, title, email address
Personalising and tailoring your experience on Our Services.	Name, title, email address, company URL
Administering Our Services.	Name, title, email address, company URL, web browser type and version
Supplying Our Services.	Name, title, email address, company URL, web browser type and version, log-in details where applicable
Personalising and tailoring Our Services for the Client.	Name, title, email address, company URL, web browser type and version, log-in details where applicable
Communicating with the Client.	Name, title, email address
Supplying the Client with information by that Client that it has opted-in-to (you may opt-out at any time by unsubscribing using the links provided in Our emails.	Name, title, email address

- 7.2 With your permission and/or where permitted by law, We may also use your personal data for marketing purposes, which may include contacting you by email and/or telephone and/or text message and/or post with information, news, and offers on Our products and Services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with Our obligations under the Data Protection Legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.
- 7.3 We do not use automated decision making or profiling which would be governed by the provisions of Data Protection Legislation.
- 7.4 We will only use your personal data for the purpose(s) for which it was originally collected unless We reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If We do use your personal data in this way and you wish Us to explain how the new purpose is compatible with the

original, please contact Us using the details in Part 15.

- 7.5 If We need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, We will inform you and explain the legal basis which allows Us to do so.
- 7.6 In some circumstances, where permitted or required by law, We may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

## 8. How Long Will We Keep Your Personal Data?

We do not keep personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will therefore be retained for the following periods (or its retention will be determined on the following bases):

We retain personal data pertaining to a Client for as long as we have a contract with that Client and for a period of three years after expiry/ termination of that said contract. Data will then be deleted or anonymised.

## 9. How and Where Do We Store or Transfer Your Personal Data?

- 9.1 We will store some of your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

We will store some of your personal data within the European Economic Area (the “EEA”). The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein. This means that your personal data will be fully protected under the EU GDPR and/or to equivalent standards by law. Transfers of personal data to the EEA from the UK are permitted without additional safeguards.

We store some of your personal data in countries outside of the UK. These are known as “third countries”. We will take additional steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation as follows:

We will use specific approved contracts and binding corporate rules which ensure the same levels of personal data protection that apply under the Data Protection Legislation. For further information, please refer to the Information Commissioner’s Office.

- 9.2 Please contact Us using the details below in Part 15 for further information about the particular data protection safeguards used by Us when transferring your personal data to a third country.
- 9.3 The security of your personal data is essential to Us, and to protect your data, We take a number of important measures, including the following:



- a) limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality; and
- b) procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner's Office where We are legally required to do so;

## 10. Do We Share Your Personal Data?

- 10.1 If We sell, transfer, or merge parts of Our business or assets, your personal data may be transferred to a third party. Any new owner of Our business may continue to use your personal data in the same way(s) that We have used it, as specified in this Privacy Policy.
- 10.2 In some limited circumstances, We may be legally required to share certain personal data, which might include yours, if We are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.
- 10.3 We may share your personal data with other companies in Our group for administration and company management purposes. This includes subsidiaries.
- 10.4 We sometimes contract with the following third parties to process data to supply certain products Services and process data on Our behalf:

Recipient	Activity Carried Out	Sector	Location of Data
Monday.com Ltd.	Used for planning and Project management	I.T. services	Worldwide including The United States, European Union, Israel, Australia, Guatemala, Brazil, Japan, the United Kingdom <a href="https://monday.com/privacy/privacy-policy/">https://monday.com/privacy/privacy-policy/</a>
Planable Inc.	Used for social media signoff and distribution as part of the Deliverables	Social Media Software services	Worldwide <a href="https://planable.io/privacy/">https://planable.io/privacy/</a>
Microsoft 365	File storage and email correspondence with Client	productivity software, collaboration and cloud-based services.	UK and European Union <a href="https://learn.microsoft.com/en-GB/microsoft-365/enterprise/o365-data-locations?ms.officeurl=datamaps&amp;view=o365-worldwide">https://learn.microsoft.com/en-GB/microsoft-365/enterprise/o365-data-locations?ms.officeurl=datamaps&amp;view=o365-worldwide</a>

GoTo,	LastPass Log-in storage	password and identity management services	Worldwide <a href="https://www.lastpass.com/-/media/de5e55c723bc4304bff7700f9e6e10a9.pdf">https://www.lastpass.com/-/media/de5e55c723bc4304bff7700f9e6e10a9.pdf</a>
BitWarden Inc.	Log-in storage	password and identity management services	Worldwide <a href="https://bitwarden.com/privacy/#:~:text=Your%20data%2C%20including%20Personal%20Information,using%20AES%20256%20bit%20encryption.">https://bitwarden.com/privacy/#:~:text=Your%20data%2C%20including%20Personal%20Information,using%20AES%20256%20bit%20encryption.</a>
Intuit Inc.	Mailchimp Email newsletter management	Email and marketing services	European Union and the United States <a href="https://www.intuit.com/privacy/statement/">https://www.intuit.com/privacy/statement/</a>
C-me	Psychometric profiling tool	Behaviour analysis and profiling services	European Union <a href="https://www.colour-profiling.com/privacy">https://www.colour-profiling.com/privacy</a>
Smithfield Performance	benchmarked 360° feedback tool	Strategic insight and surveying services	UK <a href="https://smithfieldperformance.com/privacy.html">https://smithfieldperformance.com/privacy.html</a>

10.5 If any of your personal data is shared with a third party, as described above, We will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, Our obligations, and the third party's obligations under the law, as described above in Part 9.

10.6 If any personal data is transferred outside of the UK, We will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK/ European Union and under the Data Protection Legislation, as explained above in Part 9.

## 11. How Can I Control My Personal Data?

11.1 In addition to your rights under the Data Protection Legislation, set out in Part 5, when you submit personal data via Our Services, you may be given options to restrict Our use of your personal data. In particular, We aim to give you strong controls on Our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from Us which you may





do by unsubscribing using the links provided in Our emails).

- 11.2 You may also wish to sign up to one or more of the preference Services operating in the UK: The Telephone Preference Service (“the TPS”), the Corporate Telephone Preference Service (“the CTPS”), and the Mailing Preference Service (“the MPS”). These may help to prevent you receiving unsolicited marketing. Please note, however, that these Services will not prevent you from receiving marketing communications that you have consented to receiving.

## 12. Can I Withhold Information?

- 12.1 You may restrict Our use of Cookies. For more information, see Part 14.

## 13. How Can I Access My Personal Data?

- 13.1 If you want to know what personal data We have about you, you can ask Us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.
- 13.2 All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 15.
- 13.3 There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover Our administrative costs in responding.
- 13.4 We will respond to your subject access request within 28 days and, in any case, not more than one month of receiving it. Normally, We aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date We receive your request. You will be kept fully informed of Our progress.

## 14. How Do We Use Cookies?

- 14.1 By using Services you may also receive certain third party Cookies on your computer or device. First party Cookies are those placed directly by Us and are used only by Us. Third party Cookies are those placed by websites, services, and/or parties other than Us. For more details, please refer to section 6, above, and to section 14.5 below.
- 14.2 All Cookies used by and on Our Services are used in accordance with current Cookie Law.
- 14.3 Before Cookies are placed on your computer or device, you will be shown a message requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling Us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of Our Services may not function fully or as intended.



14.4 Certain features of Our Services depend on Cookies to function. Cookie Law deems these Cookies to be “strictly necessary”. These Cookies are shown below in section 14.5. Your consent will not be sought to place these Cookies, but it is still important that you are aware of them. You may still block these Cookies by changing your internet browser’s settings as detailed below in section 14.9, but please be aware that Our Services may not work properly if you do so. We have taken great care to ensure that your privacy is not at risk by allowing them..

14.5 The following Cookies may be placed on your computer or device:

Name of Cookie	Provider	Purpose
Is my data secure? – Support (monday.com)	Monday.com	Communications planning
Is Planable compliant with GDPR?   Planable   Help Center - Everything About Pricing, Features, Social Media Scheduling, Content Collaboration and Approval Workflow	Plannable	Social media approvals and scheduling
Microsoft Privacy Statement – Microsoft privacy	Microsoft 365	File storage
LastPass Privacy Policy	LastPass	Password and log-in storage
Bitwarden Inc. Privacy Policy   Bitwarden	Bitwarden	Password and log-in storage
Jetpack Privacy Center	JetPack	Website analytics
Privacy Policy – Privacy & Terms – Google	Google Analytics	Website analytics
Global Privacy Statement   Intuit	Mailchimp	Email newsletter
Privacy policy (colour-profiling.com)	C-me Colour Profiling	Psychometric profiling
Surveys   Engagement Survey Provider Smithfield Performance	Smithfield Performance	360 feedback questionnaire

14.6 Our Services use analytics services provided by Jet Pack and/or Google Analytics. Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling Us to better understand how Our Services are used. This, in turn, enables Us to improve Our Services. You do not have to allow Us to use these Cookies, however whilst Our use of them does not pose any risk to your privacy or your safe use of Our



Services, it does enable Us to continually improve Our Services, making it a better and more useful experience for you.

14.7 The analytics service(s) used by Services use Cookies to gather the required information.

14.8 The analytics service(s) used by Our Services use the following Cookies:

Name of Cookie	First / Third Party	Provider	Purpose
Privacy Policy – Privacy & Terms – Google	First party	Google Analytics	Website analytics
Jetpack Privacy Center	First party	Google Analytics	Website analytics

14.9 In addition to the controls that We provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all cookies or only third party Cookies. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

14.10 You can choose to delete Cookies on your computer or device at any time, however you may lose any information that enables you to access Our Services more quickly and efficiently including, but not limited to, login and personalisation settings.

It is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

## 15. [How Do I Contact You?](#)

15.1 To contact Us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Email address: karen@collaborativecomms.co.uk

Postal Address: Collaborative Communications Ltd, Belmont Villa, Belmont Brae, Stonehaven, Aberdeenshire, AB39 2DD.

## 16. [Changes to this Privacy Policy](#)

16.1 We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if We change Our business in a way that affects personal data protection.

16.2 Any changes will be immediately posted on Our website [www.collaborativecomms.co.uk](http://www.collaborativecomms.co.uk) and you will be deemed to have accepted the terms of the Privacy Policy on your first use of Our Services following the alterations. We recommend that you check this page regularly to keep up-to-date. This Privacy Policy was last updated on 15 May 2023.

