

# INSIGHTFUL EXCHANGE

## **Insightful Exchange**

### **Confidentiality Policy**

We operate a strict privacy policy regarding client information:

- All client details, registered works or registration details are considered confidential and except where legally require (ie. By court order or Police investigation), will not be disclosed to any third party without prior consent.
- Client details will never be passed onto other companies, mailing lists, etc.
- All our Associates and staff dealing directly with client details are required to sign a confidentiality agreement.
- All electronic backups of works are encrypted to ensure they cannot be accessed by unauthorised personnel.
- All documents and files containing client data that require disposal (such as redundant or expired files) are disposed of in a secure manner.

Website security:

- We host our website using our own servers and have an IT specialist who manages our systems. This means that your information and files are never stored or copied by any third parties along the way.

Secure storage of your work:

- When we store your work electronically, it is done in such a way to ensure that it cannot be accessed by any unauthorised person.

Cookie policy:

- We use cookies to anonymously track your visit for statistical research, to help us understand how you found us.

General Data Protection Regulation (GDPR) policy:

- The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation of the European Parliament, the Council of the European Union and the European Commission intended to strengthen and unify data protection for all individuals within the European Union (EU).
- For details, please see our GDPR policy.