

# INSIGHTFUL EXCHANGE

## Privacy Policy

**Who we are:** [www.insightfulexchange.com](http://www.insightfulexchange.com) – Insightful Exchange is the trading identity of Paul Beal Consulting Ltd.

### **What personal data we collect and why we collect it:**

Contact forms : we collect this information from users who register with us to send our newsletter or to follow up on enquiries made through our website.

Client information : we collect this information to provide the services that our clients contract with us.

**How long we retain your data** – we have retention periods for different types of data, this information can be found in our data protection policy.

**What rights you have over your data** – you can request to receive an exported file of the personal information we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal or security purposes.

**Where we send your data** – your data is processed within the United Kingdom, we do not send your data outside of this jurisdiction.

### **Privacy Notice**

We take the privacy of our clients seriously and we are committed to complying with the terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR, 2016). We have a legitimate interest in processing personal information to administer and provide the services our clients request; this is detailed in our client contracts.

We collect personal information from clients in order to provide the services requested. This information includes contact details, diary availability and other information relevant to the services being delivered. In addition, information that clients provide during the course of a contract is treated in the same way.

We do not share client information with third parties with the exception of the following; in order to provide our services, we may, with client agreement, use online psychometric assessments which are provided by an external supplier; to do this we provide them with the participant names and email addresses.

Personal information collected is stored at our offices, in accordance with the Information Commissioner's Office (ICO) procedures. We take all reasonable precautions to prevent the loss, misuse or alteration of information given to us.

We retain personal information for as long as necessary to complete the services requested by our clients, after which point it is removed from both hard and electronic format. This period varies for different services, further details can be found in our Data Protection Policy, a copy of which can be requested by emailing [hi@insightfulexchange.com](mailto:hi@insightfulexchange.com) .

