

## NORA HUTSON EXECUTIVE COACH

# PRIVACY POLICY

### OUR COMMITMENT

Nora Hutson Executive Coach is committed to maintaining the trust and confidence of all visitors to our website. In this policy, we explain how we treat data that we collect from you, either when you visit our website, or when you provide information directly to us. This policy has been written in accordance with the General Data Protection Regulations (GDPR) 2018.

### TYPES OF DATA WE COLLECT

When you visit this website, we use Google Analytics to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. You can read Google's privacy policy here [www.google.com/privacy](http://www.google.com/privacy)

### WEBSITE COOKIES

Cookies are text files containing small amounts of information which are downloaded to your personal computer, mobile or other device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful as they allow a website to recognise a user's device. Cookies let you navigate between pages efficiently, remembering your preferences and generally improve the user experience. You can delete cookies, but it can mean you lose functionality if you do so.

The following cookies are used by Google Analytics on our website:

Session (Transient) cookies – these cookies are erased when you close your browser and do not collect information from your computer.

Persistent (Permanent/Stored) cookies – these cookies are stored on your hard drive until they expire or until you delete them. These cookies are used to collect identifying information about the user, such as user preferences for a specific site. By using this website, you agree that we can place these types of cookies on your device.

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[www.norahutsonexecutivecoach.com](http://www.norahutsonexecutivecoach.com) | <https://www.linkedin.com/in/norahutson>

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London, Surrey, Sussex, Hampshire

# NORA HUTSON EXECUTIVE COACH

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## CONTACT AND COMMUNICATION

Users contacting Nora Hutson Executive Coach directly or via the website do so at their own discretion. By providing this information you agree to Nora Hutson Executive Coach contacting you and retaining your details. Your personal information is kept private and stored securely. Any contact details and other personal information that you supply via the contact form on the website will be transmitted via email and retained electronically in a secure way that is compliant with the appropriate regulations on the company's computer system. Your email address and other contact details will only be used to contact you with company and services information that we feel may be appropriate, either in response to a direct request or simply to keep in touch from time to time. Any detail relating to actual coaching activity is completely anonymised and stored securely.

## ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to view, amend or delete the personal information that we hold at any time. Email your enquiry using the CONTACT FORM on the website.

## THIRD PARTIES AND DATA SHARING

We do not share any of your information with third parties without your express and written consent.

## EXTERNAL LINKS

Although every effort is made to include only safe and relevant external links on this website, we cannot guarantee that links to external sites are safe and secure, so please be aware you open these links at your own risk.

## SOCIAL MEDIA PLATFORMS

We use social sharing buttons which help share web content directly from web pages to the relevant social media platform. Please be aware you use such social sharing buttons at our own discretion and that the social media platform may track and save your request to share a web page through your social media platform account.

## CHANGES TO THIS PRIVACY POLICY

This privacy policy will be reviewed at least annually and will be updated as necessary: a) when any changes to the website involve any changes to the collection of personal data and/or b) when any relevant legislation changes.

This policy has last been updated on 27<sup>th</sup> April 2018.

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