

carnelian consultancy

This privacy policy will explain how Carnelian Consultancy Ltd uses the personal data we collect from you when you use our website.

What Data Do We Collect?

Carnelian Consultancy Ltd collects the following data:

• Names, email addresses and contractual information.

How Do We Collect Your Data?

You directly provide Carnelian Consultancy Ltd with most of the data we collect. We collect data and process data when you:

- Email us at info@carnelianconsultancy.com
- Use or view our website via your browser's cookies.

How Will We Use Your Data?

Carnelian Consultancy Ltd collects your data so that we can:

• Communicate with you regarding services our business offers

Carnelian Consultancy Ltd will never share your data with any 3rd parties without your prior consent. This would only be requested for relevant third parties, such as sub-consultants, relevant to any contractual agreement with you.

How We Store Your Data?

Carnelian Consultancy Ltd securely stores your data on an encrypted network drive.

Carnelian Consultancy Ltd will keep your contact details and relevant contractual information for 12 months from our last interaction. Once this time period has expired, we will delete your data.

Marketing

Carnelian Consultancy Ltd would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Carnelian Consultancy Ltd from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email info@carnelianconsultancy.com and requested to be removed.



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Your Rights

Carnelian Consultancy Ltd would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The Right to Access – You have the right to request from Carnelian Consultancy Ltd for copies of your personal data. We may charge you a small fee for this service.

The Right to Rectification – You have the right to request that Carnelian Consultancy Ltd correct any information you believe is inaccurate. You also have the right to request that Carnelian Consultancy Ltd to complete the information you believe is incomplete.

The Right to Erasure – You have the right to request that Carnelian Consultancy Ltd erase your personal data, under certain conditions.

The Right to Restrict Processing – You have the right to request that Carnelian Consultancy Ltd restrict the processing of your personal data, under certain conditions.

The Right to Object to Processing – You have the right to object to Carnelian Consultancy Ltd processing of your personal data, under certain conditions.

The Right to Data Portability – You have the right to request that Carnelian Consultancy Ltd transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email:

Call us at: +44 (0)7828181892 or write to us: info@carnelianconsultancy.com

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. For further information, visit allaboutcookies.org.

How Do We Use Cookies?

Carnelian Consultancy Ltd uses cookies in a range of ways to improve your experience on our website by understanding how you use our website.



What Types of Cookies Do We Use?

There are a number of different types of cookies, however, our website uses:

Functionality – Carnelian Consultancy Ltd uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

Advertising – Carnelian Consultancy Ltd uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address.

How To Manage Cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy Policies Of Other Websites

The Carnelian Consultancy Ltd website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes To Our Privacy Policy

Carnelian Consultancy Ltd keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated 27th September 2023.

How to Contact Us

If you have any questions about Carnelian Consultancy Ltd's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

How To Contact The Appropriate Authority

Should you wish to report a complaint or if you feel that Carnelian Consultancy Ltd has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office- <u>https://www.gov.uk/data-protection/make-a-complaint</u>

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Information Commissioner's Office, Wycliffe House Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113