

PRIVACY POLICY

WHAT IS THIS PRIVACY POLICY FOR?

This privacy policy is for this website www.purposefulwork.co.uk and served by Purposeful Work Limited and governs the privacy of its users who choose to use it.

The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

THE WEBSITE

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website. Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy here for further information [<http://www.google.com/privacy.html>].

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

CONTACT & COMMUNICATION

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely for 2 years or until a time it is no longer required or has no use, as detailed in the Data

Protection Act 2018. Every effort has been made to ensure a safe and secure form to email submission process.

We use MailChimp to manage our newsletter and other email lists. There's no third-party tracking in messages we send through MailChimp besides MailChimp's own analytics, which may aggregate how many subscribers open a message or click the links inside. MailChimp's privacy policy is available at <http://mailchimp.com/legal/privacy>.

You can unsubscribe from our newsletter by clicking on the unsubscribe link provided at the end of the newsletter. You can also email support@disconnect.me to update your email address, or to request that we delete your email.

This website and its owners use any information submitted to provide you with further information about the products / services they offer or to assist you in answering any questions or queries you may have submitted. This includes using your details to subscribe you to any email newsletter program the website operates but only if this was made clear to you and your express permission was granted when submitting any form to email process. Or whereby you the consumer have previously purchased from or enquired about purchasing from the company a product or service that the email newsletter relates to. This is by no means an entire list of your user rights in regard to receiving email marketing material. Your details are not passed on to any third parties. The information we store includes your name, surname and email address.

INFORMATION REQUEST

All documents held by us that relate to your Personally Identifiable Information (PII) can be requested from us by issuing a Subject Access Request, in line with your absolute rights under GDPR. This request must be made in writing to our Data Controller at our registered company address, or via email at Purposeful Work, 2 Old Bath Road, Newbury, RG14 1QL.

As part of the Subject Access Request, you must provide us with proof of your identity and you must also provide us with an acceptable scope of your request. Your rights to be dealt with within one month of request can only be exercised at the end of any agreed identity verification process and mutually agreed scope of data being searched.

If we believe that your request is vexatious or if you undertake excessive requests within a short period of time, we retain the right to refuse the request. We will write to you to confirm this and we will also reaffirm to you, your rights to contact our Supervisory Authority, should you not agree with our decision.

Under the Accountability Principle, you have the right to obtain all Personally Identifiable Information from us, where we hold it and we will treat your PII appropriately and in line with the GDPR principles; Where personally identifiable information is held, we will respond to your request within the legal limit of one month, or if we are unable to do so, we will write to you within this time and request an extension up to the maximum permitted period of an additional two months. You have the right to refuse this additional time request and the right to contact our Supervisory Authority if we do not agree.

For the purposes of clarity; our registered Supervisory Authority is the UK Information Commissioners Office (ico.gov.uk).

EMAIL NEWSLETTER

This website operates an email newsletter program, used to inform subscribers about products and services supplied by this website. Users can subscribe through an online automated process should they wish to do so but do so at their own discretion. Some subscriptions may be manually processed through prior written agreement with the user.

Subscriptions are taken in compliance with UK Spam Laws detailed in the Privacy and Electronic Communications Regulations 2003. All personal details relating to subscriptions are held securely and in accordance with the Data Protection Act 1998. No personal details are passed on to third parties nor shared with companies / people outside of the company that operates this website. Under the Data Protection Act 2018 you may request a copy of personal information held about you by this website's email newsletter program.

Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity [this is by no far a comprehensive list]. This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.

In compliance with UK Spam Laws and the Privacy and Electronic Communications Regulations 2003 subscribers are given the opportunity to un-subscribe at any time through an automated system. This process is detailed at the footer of each email campaign. If an automated un-subscription system is unavailable clear instructions on how to un-subscribe will be detailed instead.

EXTERNAL LINKS

Although this website only looks to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text / banner / image links to other websites).

The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

ADVERTS AND SPONSORED LINKS

This website may contain sponsored links and adverts. These will typically be served through our advertising partners, to whom they may have detailed privacy policies relating directly to the adverts they serve.

Clicking on any such adverts will send you to the advertiser's website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computer's hard drive. Users should therefore note they click on sponsored external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

SOCIAL MEDIA PLATFORMS

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

SHORTENED LINKS IN SOCIAL MEDIA

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy urls [web addresses] (this is an example: <http://bit.ly/zyVUBo>).

Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

SECURITY

Security has been deployed across all of our servers and databases to ensure your data is as safe as possible. Should there be a breach in our system that compromises your personal data, you will be notified no later than 72 hours after Purposeful Work Limited become aware of it. The breach will be reported to the supervisory authority without delay and you will be notified of the subsequent investigations.

RESOURCES & FURTHER INFORMATION

- [Data Protection Act 2018](#)
- [The General Data Protection Regulation \(EU\) 2016/679](#)
- [Privacy and Electronic Communications Regulations 2003](#)
- [Privacy and Electronic Communications Regulations 2003 - The Guide](#)
- [Twitter Privacy Policy](#)
- [Facebook Privacy Policy](#)
- [Google Privacy Policy](#)
- [Linkedin Privacy Policy](#)
- [Mailchimp Privacy Policy](#)
- [Fillable PDF Forms Creation](#)
- [Website Privacy Policy Template](#)

Version 1. 2018. Edited & customised by: Purposeful Work, 2 Old Bath Rd, Newbury, RG14 1QL.