

Privacy Policy

This privacy policy explains how **sally martin education** collects, uses, protects, or otherwise handles your Personally Identifiable Information (PII). This can be defined as any information that can be used on its own or with other information to identify, contact or locate a single person, or identify an individual in context. This policy applies to all products and services offered by **sally martin education**.

1. Information collected includes:
 - your contact details: name, place of work, work email address and phone number
 - your job role and professional duties.
2. Information is collected:
 - when you contact me via email or phone
 - from your work website, social media sites or professional networks, such as LinkedIn.
3. Information is used:
 - to contact you about projects or potential project work
 - to follow up after correspondence (live chat, e-mail, or phone inquiries)
 - to send periodic emails regarding other products and services.
4. Your information is stored:
 - as computer files (Excel spreadsheets, word documents)
 - as e-mail (Gmail and Microsoft Outlook).
5. Your information is protected by:
 - anti-virus protection and cyber security (Kaspersky)
 - regular Malware Scanning
 - never asking for personal or private information
 - your right to ask for a copy of the information held on you at any time, any inaccuracies will be corrected or deleted as soon as you make the request.
6. Third-party disclosure
 - Information is not sold or traded to third parties, nor otherwise transferred to outside parties, unless permission has been granted by yourself, and confirmed via email.
 - Information may only be released when there is a legitimate, legal reason to do so to protect ours or others' rights, property, or safety.

This privacy policy has been developed in accordance with the UK Data Protection Act 2018. It will be regularly reviewed; changes and updates will be noted below.

Applicable from 1 October 2021