# **Privacy Policy**

## Who we are

At People Deliver Projects, we are committed to maintaining the trust and confidence of our visitors to our web site. We are not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes.

### The type of data we keep

People Deliver Projects will only store personal information that is provided by you, to us, on the 'Get In Touch' form, and the 'Book a Free Event' form. The only data we hold is your name, email address and phone number (if provided).

### What we do with your data

We use the data provided to contact you regarding your enquiry, should this lead to further contact we will retain your information for this purpose only, we do not pass your data to any other parties and should you wish for us to remove your data we will do so upon request.

### Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Jessica Taylor at jessica@peopledeliverprojects.com

## **Removal of personal data**

If a person wishes for People Deliver Projects to remove all of their data, our data protection officer (Jessica Taylor) will remove any information in relation to that person from our Office 365 Business Account. This is the only place that we store information (name, email address, telephone number). We will not keep a log of the deleted person, as we would therefore still be holding their data, against their wishes.

#### **Changes to this Privacy Notice**

This policy will be reviewed annually