

# Privacy Policy

## Information We Hold About You

We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the relevant Data Protection Acts).

We may collect information about you for two reasons: firstly, to process payments if this is an option available online, and second, to provide you with the best possible service.

We will not e-mail you in the future unless you have given us your consent, either explicitly, or by opting in to one of our email lists or notification services. We will give you the chance to refuse (or unsubscribe from) any marketing email from us in the future.

The type of information we may collect about you may include:

- your name
- address
- phone number
- email address

We will never collect sensitive information about you without your explicit consent.

The information we hold will be accurate and up to date. You can check the information that we hold about you by emailing us. If you find any inaccuracies, we will delete or correct it promptly.

The personal information which we hold will be held securely in accordance with our internal security policy and the law.

## Cookies

We may use technology to track the patterns of behaviour of visitors to our site and to ensure the correct functioning of site features including the ability to log on. This includes using a “cookie” which would be stored on your browser. You can usually modify your browser to prevent this happening although this may prevent you from using all the features of the site. Any information collected in this way cannot be used to identify you.

## **Your Right to Be Forgotten**

The information that we store about you – generally your historical 360 assessments – is controlled and managed by the person who originally organised the assessment for you. In the first instance, you should direct any questions about their retention policy and requests for deletions to that person. If for some reason this is not possible, or you are yourself a practitioner who uses our system to organise 360 assessments then you should [contact us](#). Our Data Processing Agreement can be found on the TeamMate 360 website. If you have any questions/comments about privacy, you should [contact us](#).