

## JENKOTA LIMITED – PRIVACY POLICY

### Data protection

Jenkota Limited (“Jenkota”) is committed to protecting the privacy and confidentiality of information provided by all users of the Jenkota website. Accordingly Jenkota upholds the relevant data protection principles and processes your personal data in accordance with the Data Protection Act 1998. Please read the following privacy policy to understand how we use and protect the information that you provide to us.

**By registering as a member or coach on the Jenkota website, you consent to the collection, use and transfer of your information under the terms of this policy.**

Any changes to our privacy policy will be posted to the Jenkota website. Please check regularly for updates.

### Collection of information

When you register as a member or coach on the Jenkota website, and subsequently use the website, you may be asked to provide certain information about yourself including your name, contact details and payment details. We may also collect information about your use of our website as well as information about you by the use of cookies (see below), content you post to the website, and e-mails or letters you send to us.

### Cookies

Cookies are small amounts of information which are stored on your computer. Using cookies enables us to monitor website traffic and to personalise the content of our site to your requirements. This maximises the benefits you gain in using the Jenkota website and makes it easier for you to log on and use the website during any future visits.

We may use cookies to collect information about your use of the Jenkota website. Our system may issue cookies to your computer whenever you log on.

You may disable the use of cookies in your Internet browser but this may limit your access to the Jenkota website or adversely affect your use of features or functions on certain pages on it.

### Use of your information

Your information will enable us to provide you with access to all parts of the Jenkota website and to provide our executive coaching system to you. It will also enable us to bill you and to contact you where necessary. We keep records of our members and coaches and their use of the Jenkota website, and use and analyse the information we collect so that we can administer, monitor and support the website and its use by members and coaches. We also use this information to enable us to improve and develop our business.

In particular, we may use your information to contact you for your views on the Jenkota website and executive coaching system, and to notify you occasionally about important changes or developments to them. Where you have consented to us doing so, we might also use your information to let you know about other services which we offer which may be

of interest to you such as events, and we may contact you by post, telephone or fax, as well as by e-mail. If you no longer wish us to contact you for these purposes, please let us know.

### **Disclosure of your information**

The information you provide to us will be held on our computers in the UK may be accessed by or given to our staff working outside the UK, some of whom are located outside the European Economic Area, for the purposes set out in this policy or for other purposes approved by you. Certain information will also be provided to your coach(es) and other third parties who act on our behalf in providing the executive coaching system, processing payments and providing support services. We may also pass aggregate information on the usage of the Jenkota website to third parties but this will not include information that can be used to identify you.

If we enter into a joint venture or our business is sold to or merged with another business entity, your information may be disclosed to our new business partners or owners.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage. We will retain your information for a reasonable period or as long as the law requires. Countries outside the European Economic Area do not always have strong data protection laws. However, we will always take steps to ensure that your information is used in accordance with this policy.

### **Links**

Jenkota is not responsible for the privacy and data protection practices of other websites which may be reached through links contained in this website. You should be aware when you leave this website and move into any linked website and should read the privacy and data protection policies and statements contained on any such linked website.

### **Accessing and updating**

You are entitled to see the information held about you and you may ask us to make any necessary changes to ensure that it is accurate and kept up to date. If you wish to do this, please contact us. We are entitled by law to charge a fee of £10 to meet our costs in providing you with details of the information we hold about you.

### **Contact**

All comments, queries and requests relating to our use of your information are welcomed and should be addressed to [Data Protection Officer] at Jenkota Limited, Allen House, 1 Westmead Road, Sutton, SM1 4LA, UK, [include telephone number].