



Privacy Policy

Last updated : June 2020

Colab ('us', 'we' or 'our') operates <https://www.colab39.co.uk> (this 'site'). This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

We use your Personal Information only for providing and improving the Site. By using the Site, you agree to the collection and use of information in accordance with this policy.

How do we process your personal data?

Colab will comply with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes: -

- To inform you of news and events ran by Colab;
- To maintain our own accounts and records (including the invoices etc);
- To seek your views or comments.

What is the legal basis for processing your personal data?

- Explicit consent of the data subject (so that we can keep you informed about news, and events).
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract; (for example when entering a coaching contract or working contract with Colab)

Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent, or except in certain limited situations, such as where we are required to do so by law or to protect members of the public from serious harm.

It is likely that we will need to share your data with some or all of the following, but only on an as-needed basis:

Internally: We will share your data amongst Colab team members. When you give us your email address or number, for example, it is stored in our secure team-only database. Colab will only use that information for the specific purposes mentioned above.

Approved third-parties: When we use the term third-party, we mean systems or organisations that are necessary for Colab to function, as we are not able to internally do that work. We will carefully vet these before use to ensure they will in turn keep personal data secure in line with the law. We do not give, sell, trade or share any of your personal data to organisations that we think may be of interest to you, ever.

Examples of our approved third parties are, but not limited to:

IT: Google (staff email, data storage, administrative tools, data management), MailChimp (email distribution and design), SurveyMonkey, Doodle (data collection)

Coaching Accreditation : ICF & 3D Coaching (see Coaching 'Small Print' for specifics)

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary having regard to the original purpose for which the data was processed. (see Coaching 'Small Print' for specifics)

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the Colab holds about you;
- The right to request that Colab corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Colab to retain such data. When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s));
- The right to object to the processing of your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims;
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought. You can withdraw your consent easily by telephone, email, or by post;
- The right to request that the data controller provide the data subject with his/her personal data and, where possible, to transmit that data directly to

another data controller, (known as the right to data portability), (where applicable). We will comply with your request, where it is feasible to do so, within one month of receiving your request;

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable);
- The right to lodge a complaint with the Information Commissioner's Office.

To exercise any rights stated above please put your request in writing, detailing your request including full details of your request including specifics about the information being referred to and your full name and a means to be contacted. Please send this by post to the address detailed below for Colab or by email to info@colab.co.uk

Cookies

We and our trusted partners use cookies and other technologies in our related services, including when you visit our Site or access our services.

A "cookie" is a small piece of information that a website assigns to your device while you are viewing a website. Cookies are very helpful and can be used for various different purposes. These purposes include allowing you to navigate between pages efficiently, enabling automatic activation of certain features, remembering your preferences and making the interaction between you and our Services quicker and easier. Cookies are also used to help ensure that the advertisements you see are relevant to you and your interests and to compile statistical data on your use of our Services.

The Site uses the following types of cookies:

- a. 'session cookies' which are stored only temporarily during a browsing session in order to allow normal use of the system and are deleted from your device when the browser is closed;
- b. 'persistent cookies' which are read only by the Site, saved on your computer for a fixed period and are not deleted when the browser is closed. Such cookies are used where we need to know who you are for repeat visits, for example to allow us to store your preferences for the next sign-in;
- c. 'third-party cookies' which are set by other online services who run content on the page you are viewing, for example by third-party analytics companies who monitor and analyse our web access.

Cookies do not contain any information that personally identifies you, but Personal Information that we store about you may be linked, by us, to the information stored in and obtained from cookies. You may remove the cookies by following the instructions of your device preferences; however, if you choose to disable cookies, some features of our Site may not operate properly and your online experience may be limited.

We also use a tool called “Google Analytics” to collect information about your use of the Site. Google Analytics collects information such as how often users access the Site, which pages they visit, when they do so, etc. We use the information we obtain from Google Analytics only to improve our Site and services. Google Analytics collects the IP address assigned to you on the date you visit sites, rather than your name or other identifying information. We do not combine the information collected through the use of Google Analytics with personally identifiable information. Google’s ability to use and share information collected by Google Analytics about your visits to this Site is restricted by the Google Analytics Terms of Use and the Google Privacy Policy.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact:

Colab, 93 Chadwick Close, Wolverhampton, WV44PJ or via email info@colab.co.uk.

You can also contact the Information Commissioner’s Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.