



**INKWAZI**  
KOMMUNICATIONS




# INKWAZI KOMMUNICATIONS LIMITED

## DATA PRIVACY POLICY

Contact	<a href="mailto:catherine@inkwazikommunications.com">catherine@inkwazikommunications.com</a>
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## **PURPOSE:**

This privacy notice explains how Inkwazi Kommunications Limited uses your personal information and the ways in which Inkwazi Kommunications Limited protects your privacy.

This includes information collected by letter, email, face to face, telephone or online.

Inkwazi Kommunications Limited will never wilfully disclose individually identifiable information about its clients, or any of their guests attending an event booked on behalf of their clients, to any third party, without permission.

By using the services of Inkwazi Kommunications Limited or giving us your information, you consent to accept this privacy notice and allow personal information about you and your guests attending your events, including but not limited to names, email addresses, photos, medical and dietary requirements, car registrations, flight details, passport information, to be shared with hotels / suppliers you have authorised Inkwazi Kommunications Limited to contract on your behalf.

In addition, by using Inkwazi Kommunications Limited services for the purpose of executing contracts or requesting Inkwazi Kommunications team members to contact you, you consent to accept this privacy notice and allow personal information about you including but not limited to email addresses, names, job titles, and physical addresses to be processed and stored by Inkwazi Kommunications Limited.

## **WHAT IS PERSONAL DATA:**

Personal data is information that can be used to help identify an individual, such as name, address, phone number or email address.

## **YOUR RIGHTS:**

You can ask the team at Inkwazi Kommunications Limited to stop processing your personal data at any time. This may delay or prevent the team delivering a service to you. The team will try to meet your request but may be required to hold or process information to meet our legal duties.

You are entitled to request access to and a copy of any information Inkwazi Kommunications Limited holds relevant to you. If you find that this information is no longer accurate, you have the right to ask to have this corrected.

## **WHAT INFORMATION DOES INKWAZI KOMMUNICATIONS LIMITED COLLECT AND WHY?**

Inkwazi Kommunications Limited and its authorized partners will only ever collect the information required in order to fulfil a contract with its clients or any third party which has been requested and authorised by its clients and which will be signed on behalf of its clients.

For events that we work on, it is the responsibility of our clients requesting our services to have gained permission from the guests attending their events for their information to be passed on to Inkwazi Kommunications Limited and then to any third parties Inkwazi Kommunications Limited has been authorised to contract on your behalf.

## **MARKETING:**

In compliance with General Data Protection Regulation (GDPR) from the 25th May 2018 Inkwazi Kommunications Limited will only send marketing information to people who have used the services of Inkwazi Kommunications Limited prior to 25.05.18 or new clients that have agreed to Inkwazi Kommunications Limited doing so via an opt-in process. The option to opt-out of marketing communications will be available at all times.

Please email [catherine@inkwazikommunications.com](mailto:catherine@inkwazikommunications.com) if you would like to opt out.

## **WHAT DOES INKWAZI KOMMUNICATIONS LIMITED DO WITH YOUR INFORMATION?**

- Fulfil your requests – such as design, develop & delivery of sales enablement material and programs including but not limited to; learning material, live or virtual event presentations, learning paths, operational procedures, assessments and evaluations.
- Process invoices, statements, statements of work, contracts and remittance advices.
- Provide you with information that is considered of interest to you via email, telephone or social media platforms such as but not limited to LinkedIn.
- Only collect information required for a specific purpose.
- Keep it secure.
- Ensure it is relevant and up to date.
- Only hold as much as is required, and only for as long as it is required legally.
- Allow the subject of the information to see it on request.

## **Inkwazi Kommunications Limited reviews its policy on a regular basis and every member of staff has been advised of the following criteria:**

- Do I really need this information about an individual? Do I know what I'm going to use it for?
- Am I satisfied the information is being held securely, whether it's on paper or on computer?
- Am I sure the personal information is accurate and up to date?
- Do I delete/destroy personal information both electronic and paper as soon as I have no more need for it?

- Is access to personal information limited only to those with a strict need to know?

**WEBSITE:**

The Inkwazi Kkommunikations Limited Website is hosted by Enom and does not use cookies.

**INKWAZI KOMMUNIKATIONS LIMITED WILL NOT:**

Sell or share your information to other organisations to use for its own purposes. If you would like further information about any of the details in this notice, please contact us by email: [catherine@inkwazikommunikations.com](mailto:catherine@inkwazikommunikations.com) or telephone +44 777 5530872