

Privacy Policy

Privacy Policy

DuBerg MCS Limited (also referred to below as “we”, “us” or “our”) respects the privacy of all our customers. This privacy policy sets out the data processing practices carried out by us through use of the website.

We will process personal information for the purposes of providing you with our services, dealing with your enquiries and requests, administering booking of courses and providing you with information about products and services, and recruitment. These details include, but are not necessarily limited to, your name, job title, company name, address, email address and telephone.

Under no circumstances will we hold sensitive payment details such as your card number, expiry date and security code. All transactions are handled by Shopify:

<https://www.shopify.co.uk> and Paypal: <https://www.paypal.com/gb/home>

Our site also collects information that is stored in cookies, for more information about this please refer to our cookies policy. We may collect anonymised information automatically about your visit to our website. These details include Google Analytics data which is used to improve our services by identifying the source of users visiting the website through organic or paid advertising campaigns. This data is not used to personally identify individuals.

With your consent, we may also use your personal information for our own marketing activity. The information will only be used to make contact with you directly and will not involve another party.

We do not usually seek sensitive information (e.g. data relating to race or ethnic origin, religious beliefs, criminal record, physical or mental health, or sexual orientation) via this website.

We will not disclose your personal information to third parties apart from the payment process or when required to do so by law. Your personal information will only be held for as long as is required for us to administer your booking, comply with the law and conduct anonymised data analysis (subject to your consent), and will be deleted afterwards.

Your Rights

You can ask us to update or remove your personal information by emailing us or writing to us at our address. You also have the right to request a copy of any personal information we hold about you. To do this, simply write to us at the address below, enclosing a cheque for £25 payable to DuBerg MCS Limited to cover our administration costs.

Office: DuBerg MCS Limited, 8th Floor, 22 Upper Ground, South Bank, London, SE1 9PD

Email: privacy@dubergconsulting.com