

## DDC Privacy Policy

This privacy policy explains how we use any personal information we collect about you when you use this website. By using this website, you agree to the collection and use of information in accordance with this policy.

### What information do we collect about you?

We collect information about you when you sign up to receive any of our resources or apply to join any of the programmes run by Dynamic Development Consulting.

While using our website, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include but is not limited to your name ("Personal Information").

Website usage information is collected using cookies.

### Cookies

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive.

Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site.

### Security

The security of your Personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

### How will we use the information about you?

#### Signing up for information and resources.

We use this information to send you the resources you have signed up to receive, and if you agree, to email you about specific products and services we think may be of interest to you.

## Applying to join our programmes or access our services

We use the information you provide to communicate information about the programme you have joined. We will also provide you with marketing information, special promotions, and our newsletter. All sensitive data including financial information is held in strict confidence and is not shared with any third party.

## Website usage information

We use your information collected from the website to personalise your repeat visits to our website.

We will never sell or share your information for marketing purposes with any other companies or organisations.

## Marketing

We would like to send you information about our related products and services, which may be of interest to you. If you have consented to receive marketing, you may opt out at any time.

You have a right at any time to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please email [info@dynamicdevelopmentconsulting.co.uk](mailto:info@dynamicdevelopmentconsulting.co.uk)

## Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please contact us. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Our website contains links to other websites. This privacy policy only applies to this website and DDC services so when you link to other websites you should read their own privacy policies.

## Changes to our privacy policy

We keep our privacy policy under regular review, and we will place any updates on this web page. This privacy policy was last updated on 16<sup>th</sup> May 2018.

## How to contact us

Please contact us if you have any questions about our privacy policy or information, we hold about you. To contact please email [info@dynamicdevelopmentconsulting.co.uk](mailto:info@dynamicdevelopmentconsulting.co.uk)