



PRIVACY POLICY

Chris Green Media takes the protection of your privacy very seriously.

We will only use your personal information to deliver the media and communications services you have requested from us.

How do we collect information from you?

We obtain personal information about you when you engage us to deliver our services and/or when you use our website to make an enquiry about us.

What type of information do we collect from you?

The personal information we collect from you will vary depending on which services you engage us to deliver. That might include your name, telephone number and email address.

How is your information used?

We may use your information to contact you by email or telephone about our services and events.

Who has access to your information?

We will not sell your information to third parties or share it with third parties for marketing purposes.

CGM partners working with us to deliver services, training and events

We may pass your information to CGM partners working as part of our media and communications team. However, we only disclose the personal information that is necessary to deliver the service.

How you can access and update your information

Keeping your information up to date and accurate is important to us. We are committed to regularly reviewing, and correcting where necessary, the information that we hold about you. If any of your information changes, please contact us.

Security precautions in place to protect the loss, misuse or alteration of your information

Whilst we strive to protect your information, we cannot guarantee the security of any personal information you send to us. Once we receive your information, we make our best effort to ensure its security on our systems.

Your rights

- **Correcting your information:** We want to make sure that your information is accurate, complete and up to date and you may ask us to correct any information about you.
- **Deletion of your information:** You have the right to ask us to delete information about you. You also have the right at any time to require us to stop using your information for direct marketing purposes.

Please contact us if you wish to exercise any of these rights.

Contact information

Chris Green Media, Suite 2, Cadbury House, Blackpole East, Worcester, WR3 8SG. Call 01905 754336 or email info@chrisgreenmedia.co.uk

Complaints

We seek to resolve all complaints directly about how we handle your personal information but you also have the right to make a complaint to the Information Commissioner's Office at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113/01625 545745. Website: <https://ico.org.uk/concerns>