



MIE Partners Ltd

Privacy Policy (updated May 2024)

1. Who we are

Our website address is MIEPartnersLtd.co.uk, company address is 148 Wanstead Park Avenue London and our company number is: 14410391.

We are committed to protecting your privacy and safeguarding the data we collect through our website, our coaching and consulting services (collectively referred to as “services”).

2. What personal data we collect and why we collect it

We collect data in a variety of ways, usually consisting of information about individuals and companies who are considering or are engaged with the services of the company. The personal data collected could be: name, address, phone number, emails / contact details, place of work, job title, personal stories. The means through which these are collected could include:

Forms

We use forms to process bookings, take payments, record client data and information so that users can get in touch with us. By submitting forms, we will process the information you submit in order that we can reply to your message.

Reports

We use reports to record data gathered and discussed through the process of engaging with our services.

Analytics

We analyse the data we have collect to ensure we continue to improve performance for the company and for our clients. This is usually undertaken when the data has been anonymised or specific consent has been obtained before publishing any details, such as attributing names to testimonials.

Cookies

Cookies are small text files that are used to store small pieces of information. The cookies are stored on your device when the website is loaded on your browser. These cookies help make this website function properly, make the website more secure, provide a better user experience, and understand how the website performs and analyse what works and where it needs improvement.

Website:

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor’s IP address and browser user agent string to help spam detection.

3. Who we share your data with.

MIE Partners Ltd do not share data externally with third parties.

4. How long we retain your data

If you fill in a form, the information you submit is retained only as long as is necessary for the purpose it is gathered (mainly to respond to your enquiry), or one year, whichever is shorter.



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Personal data as outlined above are retained in a secure area online, password protected and secured with online security. Whilst the engagement with services is live the data is available to MIE Partners Ltd and the client, should a request be received to see the data. Once the engagement has ended, data is retained for 3 years, after which is it destroyed, with anonymised summaries retained, with no personal information, for reporting purposes.

5. What rights you have over your data

You can request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, services engaged in or security purposes.

6. GDPR

MIE Partners Ltd is the 'Data Controller' and are responsible for deciding how we hold and use the data we hold. WE ensure all data is held according to the Data Protection guidance set out in the Data Protection Act, this act also provides individuals with the rights such as:

- **Right to be informed:** organisations must tell individuals what data is being collected, how it's being used, how long it will be kept and whether it will be shared with any third parties.
- **Right of access:** individuals have the right to request a copy of the information that an organisation holds on them.
- **Right of rectification:** individuals have the right to correct data that is inaccurate or incomplete.
- **Right to be forgotten:** in certain circumstances, individuals can ask for the data an organisation holds on them to be erased from their records.
- **Right of portability:** individuals can request that the organisation transfer any data that it holds on them to another company.
- **Right to restrict processing:** individuals can request that an organisation limits the way it uses personal data.
- **Right to object:** individuals have the right to challenge certain types of processing, such as direct marketing.
- **Rights related to automated decision making including profiling:** individuals are free to request a review of automated processing if they believe the rules are not being followed.

Clients are free to exercise their rights by contacting the Information Commissioners Office (ICO) <https://ico.org.uk/make-a-complaint/>. Company officers are free to exercise their rights.

7. Contact

You can contact MIE Partners Ltd through the website form, or via email

Coaching@miepartnersltd.co.uk

justinewpm@gmail.com