



PRIVACY POLICY

EFFECTIVE MAY 2018

Good Vibes Marketing Ltd

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Privacy Policy

At Good Vibes Marketing Ltd, we're committed to protecting and respecting the privacy of our clients, suppliers and contacts.

This policy explains when and why we collect personal information about you, how we use it, how we keep it safe and secure and your rights and choices in relation to your information.

Any questions regarding this policy and our privacy practices should be sent by email to our Data Protection Officer, Paul Spencer:

paul@goodvibesmarketing.co.uk.

1. Who are we?

We're Good Vibes Marketing Ltd, a business that provides Marketing Services to clients looking to outsource their requirements.

In this policy 'Good Vibes Marketing', 'we', 'us' or 'our' means:

- Good Vibes Marketing Ltd, Company Registration Number: 10762527

2. How do we collect information from you?

We may obtain information about you when you email, call, meet us or submit an enquiry to us via our website.

When you visit this website

We, like many companies, automatically collect the following information:

- technical information, including the type of device you're using, the IP address, browser and operating system being used to connect your computer to the internet. This information may be used to improve the services we offer.
- information about your visit to this website, for example we collect information about pages you visit and how you navigate the website, i.e. length of visits to certain pages, products and services you viewed and searched for, referral sources (e.g. how you arrived at our website).

We also collect and use your personal information by using cookies on our website. More information on cookies can be found in Section 9 below.

Social Media

When you interact with us on social media platforms such as Instagram, Twitter, FaceBook and LinkedIn, we may obtain information about you. The information we receive will depend on the privacy preferences you have set on those types of platforms.

Public Information

We sometimes supplement information on our customers and suppliers with information from publicly available sources such as annual reviews, corporate websites, public social media accounts, the electoral register and Companies House in order to create a fuller understanding of someone's interests.

3. What type of information is collected from you?

The personal information we collect, store and use might include:

- your name and contact details (including postal address, email address and telephone number);
- information about your activities on our website and about the device used to access it, for instance your IP address and geographical location;
- if you are a supplier we may hold your bank account or credit card details in order that we can make payments to you
- any other personal information you have shared with us.

4. How and why is your information used?

We may use your information for a number of different purposes, which may include:

- providing you with the services, products or information you asked for.
- processing orders that you have submitted;
- carrying out our obligations under any contracts entered into between you and us;
- keeping a record of your relationship with us;

- conducting analysis and market research so we can understand how we can improve our services, products or information;
- dealing with entries into a competition;
- seeking your views or comments on the services we provide;
- notifying you of changes to our services;
- sending you communications which you have requested and that may be of interest to you.
- processing job applications.

5. How long is your information kept for?

We keep your information for no longer than is necessary for the purposes it was collected for, The length of time we retain your personal information for is determined by operational and legal considerations. For example, we are legally required to hold some types of information to fulfil our statutory and regulatory obligations (e.g. health/safety and tax/accounting purposes).

We review our retention periods on a regular basis.

6. Who has access to your information?

We do not sell or rent your information to third parties. We do not share your information with third parties for marketing purposes. We do not conduct email marketing to promote our own business. In only a few cases we might have to share your contact details with a business that we outsource to in order to deliver a project, for example; a graphic designer, a video producer, a web developer. If this is the case we will always ask for your consent and also ensure that our partner operates within the General Data Protection Regulations that came into force in May 2018. Currently Good Vibes Marketing Ltd has two Directors and no additional employees. Our Directors are Mr Paul Spencer and Mrs Laura Spencer.

7. Lawful Processing

Data protection law requires us to rely on one or more lawful grounds to process your personal information. For our business we consider the following grounds to be relevant:

Specific Consent

Where you have provided specific consent to us using your personal information in a certain way, such as to send you email.

Performance of a contract

Where we are entering into a contract with you or performing our obligations under it.

Legal obligation

Where necessary so that we can comply with a legal or regulatory obligation to which we are subject.

8. Your Rights

Under UK data protection law, you have certain rights over the personal information that we hold about you. Here is a summary of the rights that we think apply:

Right of access

Right to have your inaccurate personal information corrected

Right to restrict use

Right of erasure

Right for your personal information to be portable

Right to lodge a complaint with a regulatory authority

9. Website

Like many other websites, our website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. For example, we use cookies to learn more about the performance of our

website and which pages are of most interest so that we can improve it in the future.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

Our website may contain links to other websites run by other organisations. This policy applies only to Good Vibes Marketing, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other websites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the privacy policy of that third party site.

10. Changes to this policy

Any changes we may make to this policy in the future will be posted on this website so please check this page occasionally to ensure that you're happy with any changes. If we make any significant changes we'll make this clear on this website.

We keep this policy under regular review. This policy was last updated in May 2018