



## Privacy Policy - website

This privacy policy sets out how Liz Reece Careers uses and protects any information that you give to the site when you use it.

- ◆ Liz Reece Careers is committed to ensuring that your privacy is protected. Should you make contact from this website using information by which you can be identified then you can be assured that it will only be used in accordance with this privacy policy.
- ◆ Liz Reece Careers may change this policy from time to time by updating this page. This policy is effective from May 17<sup>th</sup> 2018.

### What I collect and why

- ◆ I only collect information from this website to analyse how many people visit the site and their location. Therefore your IP address and location is shown on the analytics page. This information is explained in more detail below in the **how we use cookies** section.
- ◆ If you make contact with Liz Reece Careers using the contacts page then I will have your email address and name. Your enquiry will be answered in person by Liz Reece and no further contacts made if you do not request this.
- ◆ If you decide to engage Liz Reece's services then your personal data will be collected as explained below in **retaining your personal data**.

### Security

- ◆ I am committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, I have put in place suitable and practicable procedures to safeguard and secure the information I collect.
- ◆ If there were a breach of security I would report it to the Information Commissioner's Office.

### How I use cookies on the website

- ◆ A cookie is a small file which asks permission to be placed on your computer's hard drive. Liz Reece uses traffic log cookies to identify and count which pages are being used and the country location of users so that she can improve the website for you as customers. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.
- ◆ You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.
- ◆ If you want to know more about cookies, have a look at <https://lifelife.com/5461114/fact-and-fiction-the-truth-about-browser-cookies>

### Links to other websites

- ◆ My website contains links to other websites that may be of interest. However, once you have used these links to leave my site, you should note that I do not have any control over that other website. Therefore, I cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### Using your personal information

- ◆ None of your identifiable data will be shared with other parties unless you explicitly agree to this with Liz Reece e.g. for further specialist support in discussion with an education organisation or employer.



# Liz Reece

Career Development Consultant



- ◆ You may request details of personal information which I hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Liz Reece Careers, Upper Duckswich Cottage, Welland Road, Upton upon Severn, Worcestershire WR8 0SN.
- ◆ If you believe that any information I am holding on you is incorrect or incomplete, please write or email at the above address. Within two weeks I respond and will correct any information found to be incorrect.

## Retaining your personal data

The law requires me to tell you of how I, Liz Reece, handle and retain your identifiable personal data.

Identifiable personal data which I keep on you for my guidance work with you includes:

- ◆ Named files on my computer which are copied to an encrypted hard drive for security purposes
- ◆ Notes on discussions, most of which are shared with you by email
- ◆ Correspondence between you and relevant agreed parties such as parents, schools, other advisers and universities (but I cannot control how such parties use the information)
- ◆ Reports and references provided by you to Liz Reece as and when agreed upon in discussion
- ◆ Your email address for communication
- ◆ Your Skype address for communication
- ◆ Documents that you provide for the purpose of feedback
- ◆ Personal contact details which are provided when signing the 'provisions and expectations' form
- ◆ Careers reports such as Morrisby on line which Liz can access from her manager account until you leave school (your access continues forever)

This personal data is essential for me to provide a high standard of service. Where a client is under 18 I request parental permission to retain this personal data. I keep my notes on our discussions for a maximum of three years following completion of our initial work together in case you return for further consultancy. After this time it is unlikely that you will request copies of the information for future applications. However, if you would like me to delete your files before three years of our working together, just ask and I will follow through.

