



## Huntwood Associates

27a Harley Place London W1G 8LZ  
020 8977 4844 [www.huntwoodassociates.com](http://www.huntwoodassociates.com)

# Privacy Policy Last Updated : 12th May 2018

---

## Who we are

Huntwood Associates are an Executive Coaching Consultancy specialising in Individual and Team Coaching, Management Development, Wellbeing and Masterclasses to develop Managers.

At Huntwood Associates we are committed to maintaining trust and the confidence of our clients and visitors to our website. In particular we would like you to know that we do not share any data with businesses for marketing purposes. In this Privacy Policy, we've provided detailed information on when and why we collect your personal information, how we use it and how we keep it safe.

Huntwood Associates terms and conditions are framed by our commitment to work in a spirit of partnership and trust with organisations and their executives. We contract to offer the highest standards of service in all aspects of our engagement with you.

## Types of Data We Collect

### Cookies

When someone visits [www.huntwoodassociates.com](http://www.huntwoodassociates.com) we use cookies to collect information about their browsing behaviour. This includes information about pages viewed and their journey around our website.

We use a third-party service, Google Analytics, to collect this standard internet log information. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### Mailing Lists

As part of our registration process, we collect names and email addresses. We use that information for a couple of reasons; to keep you up to date on those areas you've asked us to tell you about, to share information we feel is relevant to you, or to check our records are correct. We do not share this information with any other organisation or business.

We use a third party provider, MailChimp to deliver our email marketing. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our communication to you. For more information please see [MailChimp's Privacy Notice](#).

You are able to unsubscribe to our mailings at any time by clicking the unsubscribe bottom of any of our emails or by emailing [Lollie Tuckey](mailto:Lollie.Tuckey)

### Client Feedback Data

To deliver certain services to our clients it is sometimes necessary to receive 360 feedback for personal development purposes. In this instance we ensure feedback is saved on a central computer and password protected. The data is then removed from the drive after delivery of the feedback. We protect the identity of individual clients both internally and externally.

### Psychometric Data

For some of our clients we use psychometric and personality testing to help improve their performance at work if consent is given. The data collected is stored securely and password protected and is only shared with the client. To view the privacy policies of the companies we work with to deliver these services please click on the links : [Engauge](#) & [OPP](#)



**Huntwood Associates**  
27a Harley Place London W1G 8LZ  
020 8977 4844 [www.huntwoodassociates.com](http://www.huntwoodassociates.com)

Purposes of processing

We use data (including personal data of individuals) for the following purposes and set out below the lawful basis we are relying on in each case.

Purpose	Lawful basis
To keep you up to date on those areas you've asked us to tell you about,	Legitimate interests of Huntwood Associates namely promoting and enhancing its services to actual and prospective customers and maintaining contact with them
To share information we feel is relevant to you, or to check our records are correct.	Legitimate interests of Huntwood Associates namely promoting and enhancing its services to actual and prospective customers and maintaining contact with them
To carry out the work we are contracted to provide for our clients.	Legitimate Interests of Huntwood Associates namely in order to carry out the work we are contracted to do for our clients.

**Access To Your Personal Information**

You are entitled to view, amend, or delete the personal information that we hold. Email your request to Lollie Tuckey at [lollietuckey@huntwoodassociates.com](mailto:lollietuckey@huntwoodassociates.com)

**Changes To This Privacy Notice**

This Privacy Policy is effective as of 12th May 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.