



PRIVACY POLICY (May 2018)

1. Headspace for Change is a business name of People Work (Consulting) Ltd. Registered in England. Company number 6345811.
2. You are consenting to receive to updates on products/services available, both free and chargeable. The lawful basis for the processing of your personal data is therefore consent.
3. The purpose of the processing is to provide you with the information you have requested about our products and services.
4. We will communicate with you by email only unless you give us further consent and ask us to communicate by different means.
5. The emails are published /sent by Headspace for Change/People Work (Consulting) Ltd (Headspace for Change is a business name of People Work (Consulting) Ltd), which will store and process your data. We will initially store your email address and name only. If you use our services or give us additional information about yourself for any other reason, we might also store your occupation, employer or company name, your postal address and telephone number along with information on what products or services you have bought from us.
6. Your data will be retained until you tell us that you wish to withdraw your consent or if a different lawful basis is used but, in accordance with Data Protection legislation, we may check with you from time to time that our records remain accurate and up-to-date. You can unsubscribe from marketing emails at any time by sending us an email with 'unsubscribe' in the subject box or, where included, by clicking a link which will be at the bottom of every email we send.
7. Your data will be shared only with the following organisations:
  - a) Your name and email address will be shared with Rocket Science Group LLP (more commonly known as 'MailChimp'), which is the US-based company we will be using to send contact/marketing emails to those who have consented to receive them. The information will be transferred to them for processing in accordance with their Privacy Policy and Terms;
  - b) Your contact details and occupation/employer/company details as described above will be shared with Dropbox, Inc., which is the US-based company we use to store our documents, which include backups of our subscriber list. Dropbox has ISO 27018 (the internationally recognised standard for leading practices in cloud privacy and data protection), is certified for compliance with the EU Privacy Shield and has undertaken it will comply with the provisions of the GDPR.
8. You have the following rights in respect of the processing of your personal data:
  - a) The right to be informed
  - b) The right of access
  - c) The right to rectification
  - d) The right to erasure
  - e) The right to restrict processing
  - f) The right to data portability



- g) The right to object
- h) Rights in relation to automated decision making and profiling

For more information about these rights, please visit <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> and <https://ico.org.uk/for-the-public/>

You also have the right to be informed if a significant breach of data security occurs and this might pose a high risk of adversely affecting individuals' rights and freedoms

9. If you have any concerns about how we have processed your personal data, you should raise this with us in the first instance. Please contact Sue Tappenden ([Sue@peopleworkconsulting.com](mailto:Sue@peopleworkconsulting.com)) c/o Onega House, 112 Main Road, Sidcup, Kent DA14 6NE giving details of your concerns. We will aim to respond within 7 calendar days.
8. You have the right to lodge a complaint with a supervisory authority (the Information Commissioner's Office) if you feel your concerns have not been dealt with properly, and in order to do so, please go to <https://ico.org.uk/concerns/handling/>