

# **Privacy Policy**

## **The Policy**

This privacy policy is for the website [www.thespeakingdirector.co.uk](http://www.thespeakingdirector.co.uk) and for any social media outlets for The Speaking Director and governs the privacy of its users who choose to use them. It is also for any ticketed events which I may hold (please see the **Online Ticketed Events** section for policy details).

The Speaking Director is a Public Speaking Training & Coaching business activity undertaken by Andrew Brammer ([andrew@thespeakingdirector.co.uk](mailto:andrew@thespeakingdirector.co.uk)) and my website and any social media channels are purely to notify people about the services offered.

My website does not use cookies nor Google Analytics nor any other method to monitor website traffic, interaction or identification of or number of visitors.

I do not collect or process any personal data for marketing purposes via my website.

For any ticketed events for which people may purchase online tickets from my chosen online ticketing software provider, I retain ticket-buyer's data for 12 months from the date of the event

## **Downloads & Media Files**

Any downloadable documents, files or media made available on my website or via my social media platforms are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available, users are advised to verify their authenticity using third-party anti-virus software or similar applications.

No responsibility is accepted for any third-party downloads and downloads provided by external third-party websites or applications, and users are advised to verify their authenticity using third-party anti-virus software or similar applications.

## **Communication & Contact**

Users contacting me through my website via the direct e-mail link or via any social media platforms do so at their own discretion and provide any such personal details at their own risk. Any personal information you may send by e-mail correspondence is kept strictly private between us and is stored via a normal e-mail platform. These e-mails and any e-mail chains of communication can be deleted if requested at any time.

## **Users' Personal Information**

Every year, I hold an annual e-mail review and cleanse. If we have not corresponded in the 12 months leading to that date, your data will either be deleted from the system or I will e-mail you to confirm if you would like this to happen. You are also welcome to request that your data is deleted at any time by notifying me in writing at: [andrew@thespeakingdirector.co.uk](mailto:andrew@thespeakingdirector.co.uk).

## **External Website Links & Third Parties**

Although I only strive to include quality, safe and relevant external links to my website and social media platforms, users are advised to adopt a policy of caution before clicking any external links mentioned throughout my website or social media channels.

I cannot guarantee or verify the contents of any externally linked website or social media platforms. Users should therefore note that they click on any external links at their own risk. If you follow a link to any of these websites or platforms, please note that these have their own privacy policies and I do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites or platforms via any such links.

## **Social Media Policy & Usage**

Users on social media platforms are always advised to verify the authenticity of any profiles when engaging with or sharing information with them. I will never ask for personal details on any of my social media platforms.

Users are advised to conduct themselves appropriately when engaging with me on social media.

If my website and social media platforms ever feature social sharing buttons, which help share web content and web pages directly to the respective social media platforms, you use these social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page.

## **Online Ticketed Events**

For any of my ticketed events, and for which I am the Event Organiser (and Data Controller), I only use a reputable and trusted online ticketing software provider to sell my online tickets and to act as the Data Processor. This provider has their own published Privacy Policy in place which ticket purchasers can view.

For my events, I retain ticket-buyer's data for 12 months from the date of the event to assist with any booking queries etc. for existing events.

Also, at the point of someone booking an online ticket, they are asked for opt-in consent for me to contact them via email or post with any marketing information. This would be for such things as updates about the services I provide and information about future events / performances / courses etc. which I feel they may be interested in. If they opt-in and agree, and I subsequently do send any marketing materials, I will also make contact by email every 12 months to ensure they are still happy to receive such notifications.

## **Contact**

andrew@thespeakingdirector.co.uk

This Privacy Policy is regularly reviewed and was last updated in May 2024.