

Meyler Campbell Privacy Notice

This is a privacy notice for Meyler Campbell. In this document, “we”, “our”, or “us” refers to Meyler Campbell. We will describe how we collect, store, and use your personal information as well as the rights you have in relation to your personal information.

We may collect information about you because of: your telephone and/or email enquiries about one of our Meyler Campbell programmes; you undertaking and completing one of our programmes; attending CPD events you have signed up for; or you are a mailing list subscriber.

By undertaking one of our programmes, and/or being a member of our mailing list, you are consenting to Meyler Campbell storing and using the personal information you have provided us with as set out by this notice. If you do not want your personal information to be used, then please do not provide us with any.

What information do we collect?

In order to be able to contact you as part of our membership scheme, as a client, or to register you on our Mastered Programme, we will need to ask for information that is classed as personally identifiable to you as an individual: full name; email address; preferred contact number; home or delivery address; job title or company currently working for; and CV. In addition, for those coaches wanting to avail themselves of coaching assignments from Meyler Campbell we will also need to collect the following information for coach/client matching purposes: coaching biography/profile; areas of specialism or qualification (e.g. psychometric tools you are qualified to administer or interpret); and languages you speak and can coach in.

In addition to this information that you knowingly provide us with, we do also track online statistics from our Marketing Communications e-mailing list, as well as our social media accounts (Twitter & LinkedIn). We would like to make clear that when tracking/storing this information we only look at numbers and percentages, not individual users and their activity or the content they might post onto social media feeds. When an email has been sent, or a social media post has been posted, we look at: percentages of open rates/click rates; total opens/views; and most popular content.

We track this information so that we are able to promote content that we feel the Meyler Campbell Community will find relevant and interesting.

Ways in which we might use your information

Meyler Campbell is committed to respecting your privacy and personal information and will only use the information you have given to us to inform you of:

- The Meyler Campbell monthly newsletter, keeping you informed about all of the recent developments, news and upcoming events
- Information about our CPD programme and accreditation activity
- Potential business coaching and other professional coaching related opportunities
- Updates on relevant research and thought leadership
- The opportunity to have your say in response to community engagement activity and information gathering exercises used to inform our future plans
- Offers of early bird and other discounts to Meyler Campbell events

We operate email marketing communications which are used to inform you about our developments, news and any of our upcoming events at Meyler Campbell. You are able to unsubscribe from this list at any time through an automated click-through service and will not be contacted in the future unless you personally re-subscribe. Each email sent out will record a range of subscriber data such as user engagement, open/click rates, and total opens and/or views. For our marketing purposes we keep track of and document some of this information for our internal use - we do not share this information with any third parties.

Regarding potential business coaching opportunities, we might want to share your contact details with a potential client or customer if we feel that it might benefit you or Meyler Campbell. We will always get your permission before sharing any personal information.

Regarding our Continuous Professional Development (CPD) events, we would like to make clear that we do not continue to contact anyone who does not wish to be contacted after the completion of an event. Personal information that is held to communicate details about a specific event to attendees is not then used to further promote our Meyler Campbell events or company announcements. We will only contact those who have signed up to our mailing list.

Confidentiality

We treat the information you provide us with as confidential. We do not sell any personal data on to third parties, and we do not share any personal information about you to others in the Meyler Campbell community without your permission.

Protection of your information

Meyler Campbell protects your information through administrative measures from our office team; electronic cyber security systems such as firewalls on all of our electronic equipment; and physical measures within our business premises to ensure the safe keeping of the personal information we hold.

Your rights

If you have already consented to Meyler Campbell using and holding your personal information, you are within your rights to withdraw this consent at any time by the same way in which consent was granted. You also have the right to apply for a copy of the information that we hold about you. This is called a data subject access request, and can be made by contacting Meyler Campbell directly using the information below.

If you do not want to receive marketing information from us

From Friday 25 May 2018 we will no longer be contacting any person who has not provided us with their explicit consent to be contacted. If you are currently being contacted by Meyler Campbell with marketing communications, you may unsubscribe here.

Contact Information

If you have any queries regarding this Privacy Notice, or if you would like to exercise your rights as stated in this Privacy Notice, you may contact us at info@meylercampbell.com or call us directly on 020 8460 4790.