

Privacy Policy

This privacy policy details how we use and protect personal information provided by you, whilst using the Organized by Nic website.

Should we ask you to provide personal information when using this website, please be assured that Organized by Nic is committed to ensuring that your privacy is protected and that information is only used in accordance with this privacy policy.

Changes may occasionally be made to this policy and this page will be updated accordingly. Please review this page regularly to ensure that you accept any revisions. This policy is effective from 1st August 2022.

Information Collected:

- It will always be made clear to you what information will be collected and how it will be used.
- Personal Information will only be used for the purposes for which it was originally collected.

Organized by Nic may collect the following information:

- name and job title
- contact information, including email address
- demographic information such as postcode, preferences and interests
- testimonials and photos from client work
- other information relevant to client surveys and/or offers

Use of children's data:

Organized by Nic does not knowingly collect or store any personal information about anyone under the age of 18.

How this information is used:

The information we collect is used to help Organized by Nic understand your needs and to provide you with a better service. Information is used as follows:

- Internal record keeping – client details will be kept for administrative purposes only.
- To ensure that we only market services or send promotional emails to you if you have given consent to receive them.
- To improve the products and services offered by Organized by Nic.

- Client Testimonials and photos may be used on the Organized by Nic website and social media channels, if you have given your consent for us to do so.
- To conduct market research on our services and your interests relating to them. This may be via email, phone or mail. The data collected will be used to improve our services offer and website content.

Retention Period

Personal data is only kept for as long as is required for the purpose for which it was collected.

- At the end of the retention period, your data will either be deleted completely or anonymised and combined with other data, to be used in a non-identifiable way for analysis and business planning.
- If Organized by Nic works directly with you, a record of this work will be kept for 6 years, to comply with legal and tax obligations.

Security

Organized by Nic recognises that data security is important to all our customers ensures that your data is treated with the utmost care. All appropriate steps are taken to protect it, including:

- The website is a secure site using 'https' technology.
- Access to your personal data and records is secured and strictly controlled.

Cookies

The Organized by Nic website uses cookies to monitor visits and use of the site. A cookie is a small file which, when accepted, is placed on your computer's hard drive. The information collected is used for statistical purposes, such as tracking how many users the site has, how often they visit the website and which pages are most frequently visited. This enables us to understand how the website is working and helps us improve the website experience.

Cookies can only access data you choose to share and do not permit access to your computer or any personal information, unless you choose to allow it. Cookies can be disabled, however this may limit the functionality of the website.

Your use of the Organized by Nic website constitutes acceptance of the use of cookies as described. For information on how to disable cookies, you should consult the "Help" tab of your browser via the menu bar. Further information about the type of cookies used can be found at [All About Cookies | Online Privacy and Digital Security](#)

Links to other websites

The Organized by Nic website contains links to other websites which may be of interest to our users. Please note that these external sites are not governed by this privacy statement and therefore Organized by Nic has no responsibility for the protection and privacy of any information that you provide whilst visiting them. We recommend reviewing the privacy statement of any site you visit before entering any personal information.

The content on this site reflects the personal opinions of and recommendations from, Organized by Nic. Articles that are influenced by advertisers, or written to promote products, will be clearly identified as advertisement features or “sponsored by”. In such cases there may be links on our site for which Organized by Nic may earn revenue.

How to manage your personal information

You can control and restrict the collection and/or use of your personal information in the following ways:

- You will be able to opt out of marketing whenever you are asked to complete a form on the website, for example we have boxes that you need to tick if you want to receive marketing information from us.
- Should you change your mind and decide that you no longer wish to receive marketing information and promotions from us, you can opt-out of such communications by emailing organizedbynic@gmail.com.
- Your personal information will not be sold or distributed to third parties unless we have your permission or are legally bound to do so. In the case of the latter, we will work with authorities and follow the correct processes before releasing any information we hold about you.
- Client details will be securely archived for 6 years by Organized by Nic, however you may request to see the information that we hold about you at any time.

If you would like to access, amend or delete any personal information we have on our records, or register a complaint, please contact the Data Controller for Organized by Nic by emailing organizedbynic@gmail.com. Requests will be responded to within 30 days.