



# Privacy Policy

This Privacy Policy is to confirm what information 'Karen - Your Business Mentor' gathers from you, how it is stored and how it is used.

## 1. For Non-clients

- What information is being collected?
  - Name
  - email address
- Who is collecting it?
  - In most cases MailChimp will be collecting it
- How is it collected?
  - By you signing up to 'Karen - Your Business Mentor's' newsletter or for freebies from the website: [www.karenyourbusinessmentor.com](http://www.karenyourbusinessmentor.com)
- Why is it being collected?
  - Occasionally I send out newsletters, I need your name and email address to be able to do this.
- How will it be used?
  - Your information will be stored in MailChimp and in Asana which I use as a Customer Relationship Database. Both systems are GDPR compliant.
- Who will it be shared with?
  - Nobody!
  - Your information will not be sold or rented to third parties.
  - Your information will not be shared with third parties for marketing purposes.
- What will be the effect of this on the individuals concerned?
  - Nothing at all. Beyond you clicking on the MailChimp double acceptance that gives consent for the newsletter, thats all you need to do.
- Is the intended use likely to cause individuals to object or complain?
  - No, definitely not.

## 2. For Clients

As well as using your information as above as a client I may also collect, store and use additional information to assist our working relationship with your consent.

- What additional information is being collected?
  - Business Name
  - Phone No.
  - Accounts details (optional)
  - Photo's & videos (optional)
- Who is collecting it?
  - I am collecting it on behalf of my business 'K Taylor Consultants Ltd' trading as 'Karen - Your Business Mentor'
- How is it collected?
  - In majority of cases you will have provided the above information to 'Karen - Your Business Mentor'
- Why is it being collected?
  - In order for us to work effectively as your 'Business Mentor'
- How will it be used?
  - It will be stored in client folders on the iCloud and used in invoices, turnover/profit spreadsheets and graphs
- Who will it be shared with?
  - Nobody!
  - Your information will not be sold or rented to third parties.
  - Your information will not be shared with third parties for marketing purposes.
- What will be the effect of this on the individuals concerned?
  - None
- Is the intended use likely to cause individuals to object or complain?
  - No, definitely not.

Karen Taylor  
Director

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