



Privacy Policy

This Privacy Policy is to confirm what information 'Project Complete' 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 'Project Complete's' newsletter or freebies from the website: www.project-complete.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, that's 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 'Project Complete'
- How is it collected?
 - In majority of cases you will have provided the above information to 'Project Complete'
- 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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