

Data Policy

Coconut Communications Ltd

Coconut Communications Ltd provides media training, presentation training, video production services and other similar services. We are committed to protecting and respecting your personal data and follow the following principles to protect your privacy:

we do not collect more information than is necessary;
we do not use your data for purposes other than those specified;
we do not keep your data if it is no longer needed;
we only provide your data to select third party clients for the specific purposes listed below.

You do not give out personal information by visiting our website. We only keep track of anonymous traffic data.

We collect information about you to carry out activities relating to our core business. This information may include contact details such as email address and phone number, and other data to allow us to deliver the services you require from us.

1. INFORMATION COLLECTION AND TRACKING

You can visit our website without giving away your personal information. We may use Google Analytics and Cookies in order to improve our service, user experience and analyse how the website is used. Aside from the approximate location (IP address), the information collected by Google Analytics is mostly anonymous traffic data including browser information, device information, language.

The collected information is used to provide an overview of how people are accessing and using our website. It is not used for any additional purpose, such as to profile those who access our website.

2. WHEN YOU CONTACT US

While you can use our website without giving out your personal information, once you contact us we may collect information about you.

The information you fill in (personal information such as your name, email address, organisation) will be processed and stored so that it is possible for us to contact and respond to your request, and/or allow you access to our services.

2.1 RECRUITMENT

If you apply for a job with us we will collect, process and store the information you have sent us for recruitment-related purposes, such as contacting you. Additionally, we may keep your data for a period of time for the purpose of considering you for a different opportunity.

3. INFORMATION SECURITY

We seek to ensure the security of personal data. When we collect information about you, we also make sure that your information is protected from unauthorized access, loss, manipulation,

falsification, destruction or unauthorized disclosure. This is done through appropriate technical and organisational measures.

4. ACCESS TO INFORMATION

You have the right to request access to the information we have on you. You can do this by contacting us at email@coconutcommunications.tv

We will make sure to provide you with a copy of the data we process about you. In order to comply with your request, we may ask you to verify your identity.

We will fulfil your request by sending your copy electronically, unless the request expressly specifies a different method. For any subsequent access request, we may charge you with an administrative fee.

5. INFORMATION CORRECTION & DELETION

If you believe that the information we have about you is incorrect, you are welcome to contact us so we can update it and keep your data accurate. Any data that is no longer needed for the purposes specified in Information Collection and Use will be deleted.

If at any point you wish for us to delete information about you, you can simply contact us.

6. WHEN THIS PRIVACY POLICY APPLIES

This Privacy Policy is applicable to the services offered by us directly via our website. If our website contains links to other websites this Policy is no longer applicable.

The purposes for which we hold, and process data include:

- Media Training
- Presentation Training
- Crisis Media Training
- Video Production
- Select Committee Training
- Coaching
- Consulting

This version of the Privacy Policy is effective from May 2018.

7. CHANGES

We reserve the right to change this Privacy Policy. We constantly review our Privacy Policy and strive towards making it better.

We will not reduce your rights stated in this Policy without asking for explicit prior consent to the changes.

All changes to our Privacy Policy will be available on this website. You can access the previous versions of this Policy [here](#).

8. SUMMARY

In accordance with applicable law, we only collect a limited amount of information about you that is necessary for improving our services.

We do not use profiling, we do not sell or in any other way spread your data to third parties, we do not use your data for purposes other than what we specified.

We also make sure that your data is stored securely. We delete all information deemed no longer necessary.

We constantly review our Privacy Policy in order to make it better and protect you more.

9. YOU CAN

Contact us at any time to:

Request access to information that we have about you

Correct any information that we have about you

Delete information that we have about you

If you have any additional questions about Coconut Communications Ltd collection and storage of data, please contact us at:

email@coconutcommunications.tv