

Tom Armstrong Executive Coaching

PRIVACY POLICY

We respect your right to privacy and comply with our obligations under the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation (EU) 2016/679 (the “GDPR”). The purpose of this Website Privacy Policy is to outline how we deal with any personal data you provide to us while visiting this website.

By visiting this website, you are accepting the terms of this Website Privacy Policy. Any external links to other websites are clearly identifiable as such, and we are not responsible for the content or the privacy policies of these other websites.

Who we are

We, the Coach, are Tom Armstrong (Tom Armstrong Executive Coaching), The Glasshouses GH2, 92 Lower George’s Street, Dun Laoghaire, A96 VR66. We may be contacted about any data privacy questions you have on 086 8228400.

We retain two types of information:

“Personal Data”

This is data that identifies you or can be used to identify or contact you and may include your name, company position, address, email address, user IP addresses in circumstances where they have not been deleted, clipped or anonymised and telephone number. Such information is only collected from you if you voluntarily submit it to us.

“Non-Personal Data”

We also gather statistical and other analytical information collected on an aggregate basis of all visitors to our website. This Non-Personal Data comprises information that cannot be used to identify or contact you, such as demographic information regarding, for example, user IP addresses where they have been clipped or anonymised, browser types and other anonymous statistical data involving the use of our website.

Purposes for which we hold your Information

Use of “Personal Data”:

We will process any Personal Data you provide to us for the following purposes only:

1. To provide you with the services you have requested;
2. To contact you in response to any communications you might send to us;
3. To send you further information about our services or which may be of interest to you.

Non-Personal Data:

We use the Non-Personal Data gathered from visitors to our website in an aggregate form to get a better understanding of where our visitors come from and to help us better design and organise our website.

Cookies

This website uses “cookie” technology. A cookie is a piece of text stored by the browser on your computer, at the request of our server. We may use cookies to deliver content specific to your interests and to save your personal preferences so you do not have to re-enter them each time you connect to our website – our cookies are not available to other websites. Our cookies will record the following: your IP gateway address, the point of entry to the site, search terms used, your navigation through the site and other information that helps us make the site more accessible. You are always free to decline our cookies, if your browser permits, or to ask your browser to indicate when a cookie is being sent. You can also delete cookie files from your computer at your discretion. Note that if you decline our cookies or ask for notification each time a cookie is being sent, this may affect your ease of use of this website.

Disclosure of Information to Third Parties

We will not disclose your Personal Data to third parties unless you have consented to this disclosure. We will only disclose your Personal Data if we believe that we are required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court or regulatory order, or other statutory requirement.

Data Retention

Personal data, as defined herein, will be retained indefinitely.

Sale of Business

We reserve the right to transfer information (including your Personal Data) to a third party in the event of a sale, merger, liquidation, receivership or transfer of all or substantially all of the assets of our company provided that the third party agrees to adhere to the terms of the Website Privacy Policy and provided that the third party only uses your Personal Data for the purposes that you provided it to us. You will be notified in the event of any such transfer and you will be afforded an opportunity to opt-out.

Security

Your personal information held on secure cloud-based applications. The nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet. No data transmission over the Internet can be guaranteed to be 100% secure. However, we will take all reasonable steps (including appropriate technical and organisational measures) to protect your Personal Data.

Updating, Verifying and Deleting Personal Data

You may inform us of any changes in your Personal Data, and in accordance with our obligations under the Data Protection Acts 1988 to 2018 and GDPR, we will update or delete your Personal Data accordingly. To find out what Personal Data we hold on you or to have your Personal Data updated, amended or removed from our database, please email your request to: tom@armstrongexecutivecoaching.ie

Changes to the Website Privacy Policy

Any changes to this Website Privacy Policy will be posted on this website so you are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any time we decide to use Personal Data in a manner significantly different from that stated in this Website Privacy Policy, or otherwise disclosed to you at the time it was collected, we will notify you by email, and you will have a choice as to whether or not we use your information in the new manner.

Right to Complain

You can raise any complaint with us by emailing: tom@armstrongexecutivecoaching.ie