

# Informal Networks Ltd – Privacy Policy

## Privacy Policy

Who we are:

Our website address is: <http://informalnetworks.co.uk>. We are a Company registered in England and listed by Companies House with company number 06606185.

### What personal data we collect and why we collect it

#### Comments

When visitors leave comments on the site, we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

#### Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

#### Contact forms

If you opt-in to leave your contact details on a Contact Form, for example to ask to be sent a blog by email, we retain your information indefinitely. All users can see, edit, or delete their information at any time.

#### Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

### **Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in exactly the same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

### **Who we share your data with**

If you complete a survey as an employee or contractor of our client, we will share your data with our client if that is necessary for the analysis. Your data will never be shared for marketing purposes.

If your data is processed and aggregated in such a way that you can no longer be identified in the data, the data in this aggregated and anonymised form may be shared with our partners and other clients.

If you submit responses to a Network Analysis Survey in which individuals are asked to nominate colleagues and associates (for example, in response to the question ‘Which of your colleagues do you go to for expert advice?’) you may ask to see the data that you have submitted and ask for it to be deleted. However, we may not reveal to you the individual names of colleagues who have nominated you, because this data is owned by the respondent, not the person nominated.

### **How long we retain your data**

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

Any survey data that you have contributed (including Network Analysis Surveys) will be kept for a maximum of five years in its source form, after which it will be destroyed. Aggregated and anonymised survey data may be kept indefinitely.

### **What rights you have over your data**

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

**Where we send your data**

Visitor comments may be checked through an automated spam detection service.