



bee mindful

## **Privacy & Cookie Policy**

**Last Updated: 2<sup>nd</sup> January 2020**

### **Our contact details**

Name: Bee Mindful LTD

Address: 1 James Street, London, W1U 1DR

Phone Number: +44 7958 612 700

E-mail: [ellie@beemindful.co](mailto:ellie@beemindful.co)

### **What type of information we have**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Company registration and billing information where relevant

### **How and why we collect the information**

Most of the personal information we process is provided to us directly by you in order to enquire after our services and product and/or receive our regular Mindful updates and newsletters.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [ellie@beemindful.co](mailto:ellie@beemindful.co)

(b) We have a contractual obligation.

(c) We have a legitimate interest.

## **What we do with the information we have**

We use the information that you have given us in order to respond to your enquiries and/or to send you regular updates and newsletters.

With your consent, we may share this information with our sister company the Organizational Well Being Agency (OWBA).

## **How long we will keep your data**

We will only keep your information for as long as is strictly necessary, depending on the nature of your enquiry. At the end of the relevant retention period, your data will be delete completely. For full details of our retention policies, please contact our Data Controller, Ellie Hollier at [ellie@beemindful.co](mailto:ellie@beemindful.co)

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [ellie@beemindful.co](mailto:ellie@beemindful.co) if you wish to make a request.

You can also raise a complaint to the ICO if you are unhappy with how we have used your data.

The ICO address:

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

## **Cookies Policy**

This website, [www.beemindful.co](http://www.beemindful.co) (the "Website"), is operated by Bee Mindful Ltd.

### **What are cookies?**

Cookies are a small text files that are stored in your web browser that allows Bee Mindful Ltd or a third party to recognize you. Cookies can be used to collect, store and share bits of information about your activities across websites, including on Bee Mindful Ltd website. This Cookies Policy was created by GDPR Cookies Policy Template Generator and the Terms and Conditions Template for [www.beemindful.co](http://www.beemindful.co)

Cookies might be used for the following purposes:

- To enable certain functions
- To provide analytics
- To store your preferences
- To enable ad delivery and behavioral advertising
- Bee Mindful Ltd uses both session cookies and persistent cookies.

A session cookie is used to identify a particular visit to our Website. These cookies expire after a short time, or when you close your web browser after using our Website.

We use these cookies to identify you during a single browsing session, such as when you log into our Website.

A persistent cookie will remain on your devices for a set period of time specified in the cookie. We use these cookies where we need to identify you over a longer period of time. For example, we would use a persistent cookie if you asked that we keep you signed in.

### **What are your cookies options?**

If you don't like the idea of cookies or certain types of cookies, you can change your browser's settings to delete cookies that have already been set and to not accept new cookies. To learn more about how to do this, visit the help pages of your browser.

Please note, however, that if you delete cookies or do not accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

### **Where can I find more information about cookies?**

You can learn more about cookies by visiting the following third party websites:

[About.com Browser Guide](#)

[All About Cookies.org](#)

[Network Advertising Initiative](#)