

## Impact Consulting Privacy Policy

**Last Reviewed:** 30/06/2024

**Next Review:** 30/06/2025

### 1. Introduction

Impact Consulting ("we," "us," or "our") is committed to protecting the privacy of our clients, partners, website visitors, employees, vendors, and individuals subject to third-party monitoring ("you" or "your"). This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information.

### 2. Information We Collect

We may collect the following types of personal information:

- **Website Visitors:**
  - Information you provide: Name, email address, website, and profile picture when you leave a comment, contact us, or register an account.
  - Automatically collected information: IP address, browser type, operating system, referring URLs, pages viewed, and dates and times of visits.
  - Cookies and similar technologies: We use cookies to track activity on our Site and hold certain information. For more details, please refer to our Cookie Policy [[link to your cookie policy](#)].
  - Embedded content: Our Site may include embedded content from other websites that may collect data about you.
  - Social media: We may receive information about you from social media platforms if you interact with our social media pages or use social media login features.
- **Clients and Partners:**
  - Contact information: Name, email address, phone number, mailing address.
  - Professional information: Job title, organization, industry.
  - Research data: Survey responses, interview transcripts, focus group discussions.
- **Employees and Job Applicants:**
  - Personal information: Name, address, contact information, date of birth, social security number (or national identification number), etc.
  - Employment information: Job title, salary, benefits, performance reviews, etc.
  - Financial information: Bank account details, tax information, etc.
  - Background information: Criminal records (where permitted by law), education history, employment history, etc.

- IT information: Computer login credentials, internet usage data, email communications, etc.
- Health information: Medical records, disability information, etc. (subject to extra protections depending on your location and applicable laws).
- **Vendors:**
  - Business information: Company name, address, contact information, business registration details, financial information, etc.
  - Representative information: Name, contact information, and other relevant details of individuals associated with the vendor.
  - Performance data: Information related to the vendor's performance.
- **Individuals Monitored on Behalf of Third Parties:**
  - This may include various types of data depending on the nature of the monitoring activities, such as online activity, location data, communications, and financial transactions. We will only collect and process this data in accordance with the instructions and authorization of our clients and applicable laws.

### 3. How We Use Your Information

- **Website Visitors:**
  - To provide and improve our Site: Operate, maintain, and improve the Site and its features.
  - To respond to your requests: Respond to your comments, inquiries, and requests for support.
  - To personalize your experience: Personalize your experience on the Site and recommend content.
  - To communicate with you: Send you newsletters, marketing emails, and other updates (you can opt-out at any time).
  - For analytics and research: Analyze Site traffic, understand user behavior, and improve our services.
  - To comply with legal obligations.
- **Clients and Partners:**
  - Providing and improving services: Responding to inquiries, conducting research and assessments, delivering training, managing projects.
  - Communication: Sending updates, newsletters, and marketing materials.
  - Legal compliance.
- **Employees:**

- Recruitment and hiring.
- Payroll and benefits administration.
- Performance management.
- Workplace safety and security.
- Legal compliance.
- **Vendors:**
  - Vendor management and relationship building.
  - Service delivery and performance monitoring.
  - Contractual obligations and legal compliance.
- **Individuals Monitored on Behalf of Third Parties:**
  - We will use this data only as instructed by our clients and in accordance with applicable laws.

#### 4. Legal Basis for Processing

We process your personal data based on the following legal grounds:

- **Consent:** When you sign up for our newsletter or create an account.
- **Legitimate interests:** To improve our Site, prevent fraud, and protect our legal rights.
- **Contractual necessity:** To fulfill our contractual obligations, such as when you purchase a service or for employment contracts.
- **Legal obligation:** To comply with legal obligations (e.g., tax laws, labor laws).
- **For individuals monitored on behalf of third parties:** The legal basis for processing will be determined by our clients and may include consent, legitimate interests, contractual necessity, or legal obligation.

#### 5. Sharing Your Information

We may share your information with the following third parties:

- **Website Visitors:**
  - Service providers: Website hosting, email marketing, analytics, etc. We have contracts with these providers requiring them to protect your information.
  - Social media platforms.
  - Legal authorities.
- **Clients and Partners:**
  - Service providers: Data analysis, reporting, and other services.
  - Legal authorities.

- **Employees:**
  - Third-party service providers: Payroll processors, benefits administrators, background check companies, etc.
  - Government agencies.
- **Vendors:**
  - Third-party service providers: Background check companies, financial institutions.
  - Clients: If required for transparency or to fulfill our contractual obligations.
- **Individuals Monitored on Behalf of Third Parties:**
  - Our clients who commissioned the monitoring activities.
  - Legal and supervisory authorities.

## 6. Data Retention

We retain your personal data for as long as necessary to fulfill the purposes outlined in this Privacy Policy, unless a longer retention period is required or permitted by law. For specific details on data retention periods, please refer to the original policy documents.

## 7. Your Data Rights

You have the following rights regarding your personal data:

- **Access:** Request access to your personal data.
- **Rectification:** Request correction of inaccurate or incomplete personal data.
- **Erasure:** Request deletion of your personal data, subject to certain exceptions.
- **Data portability:** Request a copy of your personal data in a portable format.
- **Objection:** Object to the processing of your personal data in certain circumstances.
- **Restriction of processing:** Request restriction of the processing of your personal data in certain circumstances.

To exercise your data rights, please contact us using the contact information below.

## 8. Data Security

We implement appropriate technical and organizational measures to protect your personal data, including:

- Encryption.
- Access controls.
- Security assessments.
- Physical security.

## 9. "Do Not Track" Signals



We do not currently respond to "Do Not Track" signals.

#### **10. Children's Privacy**

Our Site is not intended for children under the age of 16. We do not knowingly collect personal data from children under 16.

#### **11. Employee Monitoring**

We may monitor employee activity to ensure compliance with company policies, protect company property, and maintain a safe and productive work environment. We will be transparent with employees about our monitoring practices.

#### **12. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time. We will post any changes on this page and indicate the effective date.

#### **13. Contact Us**

If you have any questions about this Privacy Policy, please contact us at:

Impact Consulting Nouakchott St. PO Box 18087 Sana'a, Yemen [info@Impact-Consulting.net](mailto:info@Impact-Consulting.net)