

# Privacy Notice

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Metaphor Development is a learning & development and coaching consultancy that works with individuals, groups, businesses and organisations to help them meet their potential more fully. Details of participants in the programmes we run may be provided by our clients or we may collect registration information on behalf of our clients or accept direct registrations from participants for open courses.

We are committed to maintaining the trust and confidence of the people we work with. In particular, we want you to know we are not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. In this Privacy Policy, we've provided information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

As part of the registration process for workshops, training programmes or coaching/mentoring engagements we collect personal information. We use that information for a couple of reasons: to know who we can expect for development programmes or coaching/mentoring; to contact you if we need to obtain or provide additional information; to inform you of other services that may be of benefit to you; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

The workshops we deliver may be sponsored by other companies. We may share your name and contact details with these sponsor companies if we have your consent to do so. We will never share sensitive information or payment details with other companies.

We use a third-party provider, MailChimp, to deliver information for some purposes. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve the information we send out. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection officer [Liam Stapleton](#)

Some of our clients may share their contact details or mailing lists for a specific use within the context of the work we are undertaking for them. This data will be used for the sole purpose agreed by the client, will not be used for any other purpose and will not be shared with any other company.

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Liam Stapleton at [info@metaphordevelopment.co.uk](mailto:info@metaphordevelopment.co.uk)

This policy was last updated in May 2018. It will be reviewed again after no more than 24 months.