

GDPR Fact Sheet

At Hibou Communication we take how we use and hold your personal data very seriously.

The information below explains how we operate good practice.

We hold only limited amounts of personal data necessary for the job in hand so as to provide you with the services which you use or have purchased from us. These include:

- Email and communication
- Workshop or newsletter details
- Social media management

We do not hold or use your personal data for any other purpose, unless we have asked for, and obtained, your consent.

In order to provide our services, including facilitating your social media management, marketing services and translation services, we need to hold a limited amount of personal data about you and your company (if applicable). This usually includes first names, last names, email addresses, telephone numbers, social media links and various passwords necessary to manage your marketing needs.

We hold this information for as long as we have contact with you or until we no longer need to use your personal data or until you tell us not to.

Only authorised Hibou Communication team members have access to your data. We do not sell or make available any of your personal data to third parties for marketing purposes or for any other reason.

Webserver: Our web-platform is hosted by UK Web Solutions who are based in Manchester, and who comply with GDPR.

Company Email: Our email system is hosted by Roundcube Webmail.

Mailing System: Our website subscription data collection is integrated with Mailchimp, who comply with GDPR.

Backup System: We use an external backup disk to store data which is password protected.

Local Storage: We also hold copies of the data required to run our organisation on our local computer systems. Our computer systems are password protected.

Our *privacy policy* sets out all the ways in which we hold and use your data to provide our services to you.

You can read our Privacy Policy [here](#). You can email us at any time at simon@hiboucommunication.com to amend or delete your personal data.