



## **CMCK Solutions Privacy Policy**

CMCK Solutions (*CMCK Solutions Sàrl, 14 Avenue de la Gare, 3965 Crans-Montana Switzerland and CMCK Solutions Asia Pacific Pte Ltd, 420 North Bridge Road, #04-39 North Bridge Centre, 188727 Singapore*) is a training and coaching company. This privacy policy explains how CMCK Solutions use any personal information we collect about you when you contact us.

### **What information do we collect about you?**

If you contact us, we collect your email address and name.

### **How will we use the information about you?**

We collect your email address and name to send you emails to respond to your requests and for our trainers and coaches to manage the set-up of trainings and coaching sessions.

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of your personal

### **Other websites**

Our website does not contain links to other websites. This privacy policy only applies to this website.

### **Sharing of Data with Third Parties**

The only person who has access to your information is the trainer and/or coach who will be delivering your workshop and/or

Should you request for us to produce a DiSC® profile of participants we use the EPIC platform from WILEY (John Wiley & Sons, Inc.) for creating personality profiles and various other profiles. Data such as the e-mail address and name of the respective participants are requested, and it is the participant who inputs his/her name and email directly into the system. This data is processed and stored on a server in the United States. The company Wiley, as operator of the platform, is responsible for the security of the data. Wiley has undertaken to comply with the EU's data protection laws under the new General Data Protection Regulation.

We do not share this data with anybody except the participant him/herself once they have requested for the information to be sent to them. The data can be erased at any time on request.

### **Cookies**

We do not use cookies on our website.

### **How do we keep our data secure?**

Our email server is hosted on a central secure server at INFOMANIAK NETWORK SA a Swiss company, which is a neutral independent company who fully control the design and management of their data centres in Switzerland. Infomaniak is governed by Swiss Law for data protection matters and ensure total confidentiality of individuals.

### **Controls users have over any of their data**

Nobody has access to this information except CMCK Solutions trainers and/or coaches who email participants directly before and after delivering the training or coaching sessions. Users can contact CMCK Solutions at [contact@cmcksolutions.com](mailto:contact@cmcksolutions.com) at any time to ask us to delete this.

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