

## USER POLICY & TERMS OF USE

MBB-Media, trading as MBB Consulting Group is committed to ensuring we meet the principles of the GDPR to ensure all our readers, clients and employees have the confidence that any information captured and saved on any of our databases is centralised, secure and confidential.

### Information collected and stored

MBB Consulting Group will never collect and store information that is irrelevant to its purpose. Only information that is required for our commitments (distribution of; surveys, newsletter and white paper and for research purposes and where required, for invoicing. Plus, materials to clients and related persons regards to consulting projects) will be stored.

All private information pertaining to you, the User will be obtained and stored with your consent, or if there is a legitimate interest on the receiving end.

We may use your personal information to send you promotional information about third parties which we think you may find interesting if you have requested or consented to this.

You may request details of the personal information we hold about you under the General Data Protection Regulation. A small fee will be payable. If you would like a copy of the information held on you please send us an email.

### Our data procedures

You have the right to know what data (specific to you), is stored and for what purpose. Should you wish to know what, of your personal data we have stored, please send us an email and we will respond within 48 hours from receipt, unless otherwise advised.

Should you no longer wish to receive our industry newsletter, please select the “unsubscribe” option on the newsletter or send us an email and we will remove your details within 48 hours of receipt of your request, unless otherwise advised.

Should you wish to update, add or delete any information stored by MBB Consulting Group, please send us an email, which we will action within 48 hours of receipt of your request, unless otherwise advised.

If there is any content in our communication and website you are troubled about, you are welcome to contact us via email or telephone to raise your concerns with us.

### Your privacy

We commit to ensure that your privacy is protected. We will never share nor sell your private information with/to third parties without your consent unless we are compelled to do so by law.

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Our services and information are not intended for use by minors and thus we will never intentionally collect and store information pertaining to children under the age of 18 years of age.

### How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us.

### Code of Ethics

MBB Consulting Group will never;

- Use someone else's name or impersonate someone else
- Post or distribute illegal material
- Use abusive or threatening language
- Post offensive remarks regarding people's gender, race or nationality

MBB Consulting Group will endeavour to:

- Maintain a professional and ethical behaviour in all our dealings
- Bring you content that is relevant and is of interest to our industry
- Make every attempt to act in a way that is beneficial to the industry and our colleagues.

### The choice is yours

You will always have the choice to ask for your information to be timeously deleted from our database and you have the right to unsubscribe, at anytime, from our industry newsletter.

If you believe that any personal information, specific to is incorrect or incomplete, please contact us via email or telephone as soon as possible. We will promptly correct and/or complete the relevant information.

MBB Consulting Group may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25.05.2018.

Protecting your privacy is important to us. We remain committed to our clients and subscribers and welcome any feedback and/or comments either via our website or directly to: [matthias.baur@mbb-media.com](mailto:matthias.baur@mbb-media.com)

### **Website disclaimer**

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