

Privacy Policy

This Privacy Policy (herein referred to as “**Policy**”) explains how Punch Tape Consulting (herein referred to as the “**Company**,” “**we**,” “**us**,” or “**our**”) processes Personal Data that we collect from you (herein referred to as the “**Subscriber**,” “**you**,” or “**your**”) as a Controller.

1. DEFINITIONS.

(a) “**Controller**” means the natural or legal person, public authority, agency, or other body, which alone or jointly with others, determines the purposes and means of processing Personal Data.

(b) “**Personal Data**” means any information relating to an identified or identifiable natural person (“**data subject**”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

(c) “**Service(s)**” means the services provided by Company, including ecosystem growth strategies, virtual events and virtual event production, and fractional leadership.

2. DATA COLLECTION.

The Subscriber directly provides the Company with most of the data we collect. The Company may also collect Personal Data from the Subscriber via the following sources: www.punch-tape.com (the “**Punch Tape Website**”), contact forms and LinkedIn event registration lists.

3. PROCESSING OF PERSONAL DATA.

(a) When you submit information to this website via a webform or via event registration lists, we collect the data in order to track and respond to your submissions.

(b) The Company will generally collect Personal Data from Subscribers only where it needs to create a contract with the Subscriber, where the processing is in the Company's legitimate interests and not overridden by the Subscriber's data protection interests or fundamental rights and freedoms, or where the Company has the Subscriber's consent. In some cases, the Company may also have a legal obligation to collect Personal Data from the Subscriber.

(c) If the Company processes Personal Data with the Subscriber's consent, the Subscriber may withdraw their consent at any time.

4. SHARING OF PERSONAL DATA.

(a) The Subscriber acknowledges that the Company shares the Subscriber's Personal Data with our website host and analytics provider, Squarespace (see its Privacy Policy [here](#)).

(b) The Punch Tape Website collects Personal Data to power our site analytics, including:

- Information about your browser, network, and device
- Web pages you visited prior to coming to this website
- Your IP address

This information may also include details about your use of this website, including:

- Clicks
- Internal links
- Pages visited
- Scrolling
- Searches
- Timestamps

We share this information with Squarespace to learn about site traffic and activity.

(c) When you submit information to us, we collect the data requested in order to track and respond to your submissions. We share this information with Squarespace so that they can provide website services and analytics to us. We also share this information with Google for data storage.

5. COOKIES

The Punch Tape Website uses cookies and similar technologies, which are small files or pieces of text that download to a device when a visitor accesses a website or app. For information about viewing the cookies dropped on your device, visit [the cookies Squarespace uses](#).

[These necessary and required cookies](#) are always used, which allow Squarespace, our hosting platform, to securely serve this website to you.

[These analytics and performance cookies](#) are used on this website, as described above, only when you acknowledge our cookie banner. This website uses analytics and performance cookies to view site traffic, activity, and other data.

6. RETENTION OF PERSONAL DATA.

(a) Company retains the Personal Data when an ongoing legitimate business purpose requires retention of such Personal Data.

(b) In the absence of a need to retain Personal Data, the Company will delete it. If this is not possible, the Company will securely store your Personal Data and isolate it from any further processing until it is deleted.

7. SECURITY OF PERSONAL DATA.

The Company uses appropriate technical and organizational measures to protect the Personal Data it collects and processes. These measures are designed to provide a high level of security appropriate to the risk of processing the Subscriber's Personal Data. If you are a Subscriber and have any concerns about the security of your Personal Data, please contact us immediately.

8. YOUR RIGHTS

Where applicable law requires (and subject to any relevant exceptions or obligations under law), you may have the right to access, port, update, change or delete personal information.

You may have the right to restrict or object to the processing of your personal information or to exercise a right to data portability under applicable law.

You can access, update, change or delete personal information by contacting us via email at rachel@punch-tape.com to submit a request.

9. MODIFICATION.

The Company keeps this Policy under regular review and may update this webpage at any time. This Policy may be amended at any time, and the Subscriber shall be notified only if there are material changes to this Policy.

10. CONTACT DETAILS.

If you have any concerns about this Policy, please get in touch with us at rachel@punch-tape.com.