COMMS LEADERS

PRIVACY POLICY

OCTOBER 2026

RECRUIT | TRAIN | CONSULT

Version 1.0 • Effective date: 30 October 2026 • Review date: 30 October 2027

1. Who We Are

Comms Leaders ("we", "our", "us") is a recruitment, training and professional networking organisation specialising in communications, corporate affairs and related sectors.

We are the Data Controller for the personal information we collect and process.

Contact Details

Comms Leaders
Ravenhurst Business Centre
Email: andrew@commsleaders.co.uk
Telephone: 07733 308378

If you have any questions regarding this Privacy Notice or the way we process your personal information, please contact us using the details above.

2. Our Commitment to Privacy

We are committed to protecting your privacy and handling your personal information transparently and securely in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Privacy and Electronic Communications Regulations (PECR)

3. Information We Collect

Depending on how you interact with us, we may collect:

Contact Information

- Name
- Email address
- Telephone number
- Job title
- Employer/company name
- Business address

Recruitment Information

- CVs and resumes
- Employment history
- Qualifications
- Professional memberships
- Career interests
- Salary expectations
- References (where provided)

Training and Events Information

- Event registrations
- Attendance records
- Dietary or accessibility requirements
- Webinar participation data
- CPD or training completion records

Website Information

- IP address
- Browser type
- Device information
- Website usage information
- Cookie preferences

Marketing Information

- Subscription preferences
- Email engagement data (such as opens and link clicks where enabled)
- Event registration history
- Communication preferences

4. Special Category Information

In limited circumstances we may process special category personal information, such as:

- Health information relating to reasonable adjustments
- Accessibility requirements
- Diversity and inclusion information voluntarily provided by you

Where we process special category data, we do so only where permitted by law and with appropriate safeguards.

5. How We Collect Information

We collect information:

- Directly from you
- Through our website and CRM
- Through Eventbrite or similar registration platforms
- Through networking events and conferences
- Through referrals
- Through publicly available professional sources such as LinkedIn
- Through recruitment applications
- Through business enquiries
- From existing clients and candidates

6. Why We Process Your Information

We process personal information for the following purposes:

Recruitment Services

- Finding suitable roles for candidates
- Introducing candidates to clients
- Maintaining candidate records
- Managing recruitment processes

Training and Events

- Administering training courses
- Managing networking events
- Sending joining instructions
- Providing attendance records
- Delivering webinar content

Marketing Communications

- Sending newsletters
- Sharing industry insights
- Promoting events and training programmes
- Inviting contacts to networking opportunities
- Informing contacts about relevant services

Business Administration

- Managing client relationships
- Maintaining records
- Responding to enquiries
- Complying with legal obligations

7. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

Legitimate Interests

We use legitimate interests for:

- Recruitment services
- Maintaining professional relationships
- Sending relevant business communications
- Inviting professional contacts to industry events
- Operating and improving our services

We carry out balancing assessments where appropriate to ensure our interests do not override your rights and freedoms.

Contract
We process information where necessary:

- To provide recruitment services
- To administer training programmes
- To manage event registrations
- To fulfil contractual obligations

Consent

We rely on consent for:

- Certain marketing communications
- Optional newsletter subscriptions
- Certain cookies and analytics technologies

You may withdraw consent at any time.

Legal Obligation

We may process personal information where necessary to comply with legal or regulatory obligations.

8. Email Marketing and Event Invitations

We regularly communicate with professionals in the communications industry.

These communications may include:

- Newsletters
- Industry updates
- Event invitations
- Webinar invitations
- Training opportunities
- Networking events

Where required by law, we will obtain your consent before sending marketing communications.

Where lawful under applicable legislation, we may send business-to-business communications based on our legitimate interests.

Every marketing email includes an option to unsubscribe.

You may opt out at any time by:

- Clicking the unsubscribe link
- Contacting us directly
- Updating your communication preferences

9. Calendar Invitations

If you register for an event, webinar, interview or training session, we may send calendar invitations through platforms such as Microsoft Outlook, Microsoft Teams, Google Calendar or similar services.

These invitations are sent to enable attendance and event administration.

10. Eventbrite and Event Management Platforms

Where you register for an event, webinar or training programme, we may collect and process your information through event management platforms such as Eventbrite.

The information collected may include:

- Name
- Organisation
- Job title
- Contact details
- Attendance information

This information is used solely for administering and improving events and services.

Please also refer to the privacy notices of relevant event management providers.

11. Who We Share Information With

We may share personal information with trusted third parties where necessary, including:

Recruitment Clients

Where relevant to recruitment assignments, candidate information may be shared with prospective employers. We will also have the candidate's permission before sharing any details in relation to a particular role.

Service Providers

We may use providers that assist with:

- Recruitment CRM systems
- Email communications
- Event management
- Website hosting
- Cloud storage
- Analytics
- IT support

All suppliers are required to process information securely and in accordance with applicable data protection laws.

Legal and Regulatory Authorities

We may disclose information:

- Where legally required
- To establish legal claims
- To comply with court orders
- To meet regulatory obligations

12. International Transfers

Some of our suppliers may process personal information outside the United Kingdom.

Where we transfer personal information internationally, we ensure appropriate safeguards are in place, including:

- UK adequacy regulations
- International Data Transfer Agreements (IDTAs)
- Approved contractual safeguards

13. Data Retention

We retain personal information only for as long as necessary.

Typical retention periods include:

Candidates

- UK adequacy regulations
- International Data Transfer Agreements (IDTAs)
- Approved contractual safeguards

Up to six years after our last meaningful contact.

Clients

Up to 6 years following the end of the business relationship.

Marketing Records

Until you unsubscribe and for a limited period thereafter to maintain suppression records.

Event Records

Typically up to 3 years following attendance.

Financial Records

As required by law.

Retention periods may be extended where required by legal, regulatory or contractual obligations.

14. Security

We take appropriate technical and organisational measures to safeguard personal information against:

- Unauthorised access
- Disclosure
- Alteration
- Loss
- Misuse

Only authorised personnel have access to personal information where necessary for their role.

15. Your Rights

You have the right to:

- Access your personal information
- Correct inaccurate information
- Request deletion of your information
- Restrict processing
- Object to processing
- Request data portability
- Withdraw consent
- Object to direct marketing

To exercise any of these rights, please contact us using the details provided above.

16. Complaints

If you are unhappy with how we process your information, please contact us first so that we can try to resolve your concerns.

You also have the right to complain to:

Information Commissioner's Office (ICO)
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: https://ico.org.uk

17. Cookies

Our website uses cookies and similar technologies.

Some cookies are essential for the operation of the website.

Non-essential cookies, including analytics and marketing cookies, will only be placed on your device where you have provided consent.

You can manage your cookie preferences at any time through our cookie settings tool.

Further information is available in our Cookie Notice.

18. Changes to this Privacy Notice

We may update this Privacy Notice from time to time.

Any material changes will be published on our website together with the updated revision date.

Cookie Notice

Cookie Notice

Last Updated: October 2026

1. Introduction

This Cookie Notice explains how **Comms Leaders** ("we", "our", "us") uses cookies and similar technologies on our website.

This notice should be read alongside our Privacy Notice, which explains how we collect, use and protect personal information.

By using our website, you can choose whether to accept or reject certain categories of cookies through our Cookie Preference Centre.

2. What Are Cookies?

Cookies are small text files that are stored on your computer, tablet or mobile device when you visit a website.

Cookies help websites function properly and can also:

- Remember your preferences
- Improve website performance
- Analyse visitor behaviour
- Provide personalised content
- Support marketing and advertising activities

Cookies may be set by us ("first-party cookies") or by third-party service providers ("third-party cookies").

3. Types of Cookies We Use

Strictly Necessary Cookies

These cookies are essential for the operation and security of our website.

Without these cookies, parts of the website may not function correctly.

Examples may include:

- Security and authentication cookies
- Load balancing cookies
- Session management cookies
- Consent preference cookies

Legal basis: Legitimate interests (no consent required).

Performance and Analytics Cookies

These cookies help us understand how visitors use our website.

They allow us to measure:

- Website traffic
- Popular pages
- Visitor journeys
- Website performance
- Technical issues

We may use services such as:

- Wix
- Google Analytics
- Microsoft Clarity
- Other website analytics providers

Information collected is generally aggregated and does not directly identify individual users.

Legal basis: Consent.

Functionality Cookies

These cookies remember choices you make when using our website.

Examples include:

- Language preferences
- Region settings
- Accessibility settings
- Previously completed forms

These cookies improve your user experience.

Legal basis: Consent.

Marketing Cookies

Marketing cookies may be used to:

- Measure marketing campaign effectiveness
- Track engagement with event promotions
- Understand interest in our recruitment and training services
- Deliver relevant advertising where applicable

Legal basis: Consent.

4. Recruitment, Events and Marketing Communications

We organise recruitment campaigns, training programmes, webinars and networking events.

Where you register for an event, webinar or training session, we may use cookies or tracking technologies to:

- Process registrations
- Maintain event preferences
- Monitor event attendance
- Analyse event participation
- Improve future events

Email communications may contain tracking technologies that help us understand:

- Whether an email has been opened
- Which links have been clicked
- Levels of engagement with newsletters and event invitations

This information helps us improve the relevance of our communications and manage subscriber preferences.

You can opt out of marketing communications at any time using the unsubscribe link included in our emails.

5. Third-Party Cookies

We may permit trusted third parties to place cookies on our website.

These providers may include:

- Google
- Microsoft
- Eventbrite
- LinkedIn
- YouTube
- Vimeo
- Social media platforms
- Marketing and analytics providers

Each third party is responsible for its own privacy practices and cookie usage.

We encourage users to review the privacy and cookie policies of those providers.

6. Cookie Consent

When you first visit our website, you will be presented with a cookie banner that allows you to:

- Accept all cookies
- Reject non-essential cookies
- Manage cookie preferences by category

Non-essential cookies will not be placed on your device until you have provided consent.

You may change your preferences at any time through the Cookie Settings link available on our website.

7. Managing Cookies Through Your Browser

Most web browsers allow you to control cookies through browser settings.

You can:

- View stored cookies
- Delete cookies
- Block cookies
- Configure alerts before cookies are placed

Please note that disabling certain cookies may affect website functionality.

Further guidance is available from your browser provider.

8. Cookie Retention

Some cookies are deleted when you close your browser ("session cookies").

Others remain on your device until they expire or are deleted ("persistent cookies").

The retention period varies depending on the purpose of the cookie.

Where possible, we limit retention periods to what is necessary for the relevant purpose.

9. International Data Transfers

Some third-party providers may process data outside the United Kingdom.

Where personal data is transferred internationally, we ensure appropriate safeguards are in place, including:

- UK adequacy regulations
- International Data Transfer Agreements (IDTAs)
- Other lawful transfer mechanisms recognised under UK GDPR

10. Updates to This Cookie Notice

We may update this Cookie Notice from time to time to reflect:

- Changes in legislation
- Regulatory guidance
- Changes to our website
- New technologies or service providers

11. Contact Us

If you have questions about our use of cookies or this Cookie Notice, please contact:

Comms Leaders
Ravenhurst Business Centre
Email: andrew@commsleaders.co.uk
Telephone: 07733 308378

Comms Leaders is a trading name of The Communication Leadership Academy Ltd, a company registered in England with company registration number 8831511

Schedule 1: Cookies Currently Used on the Website

Cookie Name	Purpose	Duration	Cookie Type
XSRF-TOKEN	Cookie for fraud detection of calls	Session	Essential
hs	Security Cookie for Hive (legacy)	Session	Essential
svSession	Cookie for security, stability, and core site function	12 months	Essential
SSR-caching	Performance cookie for rendering	24 hours	Essential
TS*	Cookies for attack detection	Session	Essential
bSession	Used for system effectiveness measurement	24 hours	Essential
fedops.logger.sessionId	Tracking session errors and issues (resilience)	12 months	Essential
_wixAB3I*	Cookie for site experiments	6 months	Essential
server-session-bind	Cookie for API protection	Session	Essential
client-session-bind	Cookie for API protection	Session	Essential
oAuthState	Session cookie for identification	Session	Essential
wixSession	Cookie for security, stability, and core site function	12 months	Essential
sec-fetch-unsupported	Used to indicate browser limitations preventing the enabling of site security features	Session	Essential