

PRIVACY POLICY

The Light Within Limited ("**We**") are committed to protecting and respecting your privacy. This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. By visiting www.mosaicforlawyers.com (**our site**) you are accepting and consenting to the practices described in this policy.

INFORMATION WE MAY COLLECT FROM YOU AND YOU GIVE TO US

- You may give us information about you by filling in forms on our site or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you send us a request for information from our site (under contact us). The information you give us may include your name, address, email address and phone number.
- We may also collect website usage statistics through Google Analytics.

We will use this information:

- to provide you with information about MOSAIC mentoring services as requested by you;
- to send (with your consent) news, updates and content about MOSAIC mentoring and to invite you to events hosted by MOSAIC;
- to carry out our obligations arising from your requests and to provide you with the information and services that you request from us;
- to improve the services we provide to you through this site; and
- where we have a legal right or duty to disclose your information (ie, in relation to an investigation by a public authority or in a legal dispute).

COOKIES

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. The table below explains the cookies we use and why.

When someone visits www.mosaicforlawyers.com we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. We will make it clear when we collect personal information and will explain what we intend to do with it.

Google Analytics	_utma _utmb _utmc _utmz	These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.
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[Read Google's overview of privacy and safeguarding data](#)

CONTROLLING COOKIES

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

DISCLOSURE OF YOUR INFORMATION

We will never lease, distribute or sell your information to third parties unless we have your permission or the law requires us to.

WHERE WE STORE YOUR DATA

Any personal data provided by you is processed in London, UK where we are based and in any data processing facility operated by third parties identified in this policy. By submitting your personal data, you agree to the transfer, storing or processing by us. If we process, transfer or store your personal data outside the EEA in this way, we will take steps to ensure that your privacy rights continue to be protected as outlined in this policy.

HOW WE PROTECT YOUR PERSONAL DATA

We will hold your data securely. Unfortunately, the transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk.

HOW LONG WE KEEP YOUR PERSONAL DATA

When we collect or process your personal data, we only keep it for as long as necessary for the purpose for which it was collected. At the end of that retention period, your data will be deleted completely.

Policy updated December 2018

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LINKS TO THIRD PARTY WEBSITES

We have partnered with certain trusted third parties who supply certain online products and services to help make our services and MOSAIC mentoring available to you. These include but are not limited to (and may change from time to time):

- **Chronus:** www.chronus.com
- **Stripe:** www.stripe.com
- **Mailchimp:** www.mailchimp.com
- **Wix:** www.wix.com

Where we use third parties to assist in the provision of our services, we share your data with them to get the services to work well. Your data is shared only when strictly necessary. These websites (and others linked to this policy) are owned and operated by third parties who are responsible for processing personal data in accordance with their own privacy policy. We encourage you to read the privacy policies on the websites you visit.

ACCESS TO INFORMATION

You can exercise your right to access information held about you by contacting us at hello@thelightinwithin.co. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO OUR PRIVACY POLICY

We will update this policy in line with the Global Data Protection Regulation. Any changes we may make to our policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our policy.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to hello@thelightinwithin.co.

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