



POLICIES

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PRIVACY POLICY

Effective Date: April 2025

Last Updated: April 2025

1.1 Introduction

This Privacy Policy explains how **Bullied By My Boss** (“we,” “us,” or “our”) collects, processes, and protects your personal data when you use www.bulliedbymyboss.com (“the Website”). We comply with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**.

By using our Website, you consent to the collection and use of your personal data in accordance with this Privacy Policy.

1.2 What Data We Collect

We may collect the following personal data:

- Name, email address, and contact details (if you contact us)
- IP address and browsing data (via cookies)
- Any information voluntarily provided in comments or contact forms

1.3 How We Use Your Data

We process your data to:

- ✓ Provide and improve our services
- ✓ Respond to user queries and feedback
- ✓ Monitor Website performance and security
- ✓ Comply with legal obligations

We **do not sell** your data to third parties.

1.4 Your Rights

Under UK GDPR, you have the right to:

- Access, correct, or delete your personal data
- Withdraw consent at any time
- Object to data processing
- Request data portability

To exercise these rights, email us at bulliedbymyboss@gmail.com

1.5 Data Security

We implement security measures to protect your data from unauthorised access. However, no online service is 100% secure, so use the Website at your own risk.

1.6 Cookies and Tracking

See our **Cookie Policy** below for details on how we use cookies.

1.7 Contact Information

For privacy-related concerns, email: bulliedbymyboss@gmail.com

DATA RETENTION POLICY

Effective Date: April 2025

Last Updated: April 2025

1. Introduction

This Data Retention Policy sets out how **www.bulliedbymyboss.com** ("we," "us," or "our") retains, stores, and deletes personal data in compliance with **UK data protection laws**, including:

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

This policy ensures that personal data is stored securely, retained only for as long as necessary, and deleted appropriately when no longer required.

2. Purpose of Data Retention

We retain data to:

- ✓ **Fulfil contractual obligations** (e.g., providing services to users/customers)
- ✓ **Comply with legal and regulatory requirements**
- ✓ **Resolve disputes and enforce agreements**
- ✓ **Protect our business from fraud, security threats, and misuse**
- ✓ **Maintain necessary business records**

Data is only kept for as long as necessary for the stated purpose, after which it is securely deleted or anonymised.

3. Data Retention Periods

The table below outlines the types of data we process and their retention periods:

Category of Data	Retention Period	Legal Basis
Customer & User Data	6 years after the last interaction	Limitation Act 1980 (for contract claims)
Employment Records (e.g., payroll, contracts, performance reviews)	6 years after termination	Employment Rights Act 1996, HMRC regulations
Financial Records (e.g., invoices, tax records)	6 years	HMRC regulations (Companies Act 2006)
Marketing Data (e.g., email subscriptions)	Until consent is withdrawn OR 2 years from last interaction	UK GDPR (consent-based processing)
CCTV & Security Footage	30 days (unless required for investigations)	Data Protection Act 2018
Website Logs & Analytics	12 months	UK GDPR (legitimate interest)
Complaints & Legal Claims	6 years after resolution	Limitation Act 1980

Note: Some data may be retained longer if required by law or regulatory authorities.

4. Secure Data Storage & Deletion

4.1 Secure Storage

All personal data is stored securely using:

- ✓ **Encrypted databases and servers**
- ✓ **Access control (only authorised personnel can access sensitive data)**
- ✓ **Regular security audits to prevent unauthorised access**

4.2 Data Deletion & Anonymisation

When data is no longer required, we:

- ✓ **Permanently delete digital records** from all storage systems
- ✓ **Shred or destroy physical documents** securely
- ✓ **Anonymise data** where required for statistical purposes

5. User Rights & Data Requests

Under UK GDPR, individuals have the right to:

- ✦ **Request access to their data (Subject Access Request - SAR)**
- ✦ **Request correction or deletion of inaccurate or unnecessary data**
- ✦ **Withdraw consent for marketing communications**
- ✦ **Object to data processing** in certain cases

◆ To exercise your rights, email **bulliedbymyboss@gmail.com**. We will respond within **one month** as required by law.

6. Third-Party Data Sharing & Transfers

- ✓ We only share data with **trusted third-party service providers** (e.g., payment processors, IT security firms) under strict data processing agreements.
 - ✓ **No data is transferred outside the UK** unless adequate safeguards are in place (e.g., UK GDPR-compliant Standard Contractual Clauses).
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7. Policy Review & Updates

This policy is reviewed **annually** and updated to reflect legal or operational changes. The latest version will always be available at **www.bulliedbymyboss.com**.

For questions, contact our **Data Protection Officer (DPO)** at **bulliedbymyboss@gmail.com**

TERMS & CONDITIONS

Last Updated: April 2025

2.1 Introduction

These Terms and Conditions govern the use of www.bulliedbymyboss.com. By accessing the Website, you agree to these Terms.

2.2 User Obligations

You **must not**:

- Use the Website for unlawful purposes
- Post defamatory, abusive, or misleading content
- Violate intellectual property rights

2.3 Intellectual Property

All content is protected by copyright and may not be reproduced without permission.

2.4 Disclaimers & Limitation of Liability

This website provides **general information and discussion** about workplace bullying, employment rights, and related topics. The information and materials available on www.bulliedbymyboss.com, including any linked content, are **not intended and should not be construed as legal, professional, or employment advice**. If you require legal or professional guidance, you should consult a **qualified solicitor, HR professional, or relevant authority**.

Never disregard **professional legal advice** or delay seeking assistance due to information found on this website. Laws and regulations frequently change, and the information provided here **may not always reflect the most current legal position**.

The views expressed on this website are those of the authors and do **not** represent the opinions of any government body, employer, legal institution, or regulatory organisation.

This website may contain **links to third-party websites** for reference and convenience. We do **not endorse, control, or take responsibility** for the accuracy or reliability of any external content.

By using this website, you acknowledge that www.bulliedbymyboss.com and its owners shall **not be liable for any losses, damages, or consequences arising from reliance on the information provided**.

If you believe you are experiencing **serious workplace bullying or discrimination**, we strongly encourage you to seek professional advice or contact appropriate authorities such as **ACAS, Citizens Advice, or an employment solicitor**.

2.5 Governing Law

These Terms are governed by **Scottish law**, and disputes shall be resolved in **Scottish courts**.

WARRANTY

WWW.BULLIEDBYMYBOSS.COM warrants that materials will be of satisfactory quality but does not warrant that materials will be error free.

WWW.BULLIEDBYMYBOSS.COM warrants that it will perform any services under this Agreement with reasonable skill and care.

These warranties are provided in lieu of all other warranties express or implied which are hereby excluded to the fullest extent permitted by law.

Limitation of liability

The liability of WWW.BULLIEDBYMYBOSS.COM for direct losses arising out of their negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this

Agreement shall be limited to the cash receipts from the Customer (or Employer) for the Fees. This includes liability attached to any premises that WWW.BULLIEDBYMYBOSS.COM uses for the delivery of Classroom Course(s).

WWW.BULLIEDBYMYBOSS.COM shall not be liable for any indirect or consequential loss whether arising from negligence, breach of contract or otherwise.

Courses are often delivered by individual trainers outside of WWW.BULLIEDBYMYBOSS.COM. As such, any opinions or expressions are those of the trainer and not of WWW.BULLIEDBYMYBOSS.COM. Any opinions, expressions or materials provided do not constitute legal advice.

Although reasonable care is taken to ensure the accuracy of information contained in Courses, no warranty is given for the accuracy of the information included and WWW.BULLIEDBYMYBOSS.COM shall not be liable for any loss or damage in connection with the use of information from Courses

COOKIE POLICY

Last Updated: April 2025

1 What Are Cookies?

Cookies are small text files stored on your device to enhance Website performance and usability.

2 Types of Cookies We Use

- **Essential Cookies** – Required for Website functionality
- **Analytics Cookies** – Track Website traffic and improve user experience
- **Advertising Cookies** – Used for targeted ads (if applicable)

3 Managing Cookies

You can disable cookies in your browser settings.

4 Third-Party Cookies

We may use third-party services like Google Analytics. Their cookie policies apply separately.

Types of Cookies Used on WordPress Sites

Type of Cookie	Purpose	Example
Essential Cookies	Necessary for website operation (e.g., login authentication, security, session management)	wordpress_logged_in_[hash], wp-settings-{user_id}
Analytics Cookies	Track visitor activity to improve website performance	Google Analytics (_ga, _gid)
Functional Cookies	Store user preferences, such as language or theme settings	wp-settings-time-{user_id}
Advertising Cookies	Used for targeted ads and tracking user interests	Facebook Pixel, Google Ads cookies
Third-Party Cookies	Set by external services like social media platforms	__cf_bm (Cloudflare security), NID (Google reCAPTCHA)

Cookies Used by Default on WordPress Sites

A. WordPress.com Hosted Sites (Managed by Automatic)

If a website is hosted on **WordPress.com**, it automatically uses cookies managed by **Automatic**, including:

- ✓ tk_ai – Stores a randomly-generated anonymous ID for analytics
- ✓ wordpress_test_cookie – Tests if cookies are enabled in the browser
- ✓ wp_sharing_{ID} – Tracks whether a user has shared a post

For a full list of **Automatic's cookies**, see: [Automatic Cookie Policy](#)

COPYRIGHT NOTICE

Effective Date: April 2025

© 2025 www.BulliedByMyBoss.com All Rights Reserved.

- The Website and all content (text, images, logos) are **owned by Bullied By My Boss**.
- You **may not** copy, reproduce, or distribute Website content without written permission.
- You **may** share links to our articles with proper credit.

ACCEPTABLE USE POLICY

Effective Date: April 2025

1. Introduction

This Acceptable Use Policy outlines the rules and expectations for using www.bulliedbymyboss.com (“the Website”). By accessing and using the Website, you agree to comply with this policy. If you violate these terms, we may restrict, suspend, or terminate your access.

2. Prohibited Activities

You **must not**:

Engage in unlawful activity

- Do not post, share, or promote content that violates **Scottish law** or **UK regulations**.

Harass, bully, or threaten others

- Do not engage in **hate speech, discrimination, or abusive behaviour** towards individuals or groups.
- Do not impersonate another person or misrepresent your identity.

Post or share inappropriate content

- No defamatory, obscene, or offensive material.
- No sexually explicit or violent content.

Spam, scam, or engage in fraudulent activities

- No unsolicited promotions, phishing, or attempts to deceive users.
- No multi-level marketing (MLM), pyramid schemes, or similar activities.

Violate intellectual property rights

- Do not upload, share, or distribute copyrighted material without the **owner’s consent**.

Attempt to hack, disrupt, or damage the Website

- No unauthorised access, data scraping, or introducing malware.

🚫 **Share misleading, false, or harmful information**

- No spreading misinformation, conspiracy theories, or misleading legal advice.
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3. Enforcement & Consequences

Violations of this policy may result in:

- ✓ **Warnings** – A formal notice to stop the activity.
- ✓ **Temporary suspension** – Restricting access for a period of time.
- ✓ **Permanent ban** – Complete removal from the Website.
- ✓ **Legal action** – If a violation breaks the law, we may **report it to authorities**.

If you see content that violates this policy, please **report it to [Insert Contact Email]**.

REFUND POLICY

Effective Date: April 2025

1. Introduction

This Refund Policy applies to any **paid services** or **digital products** offered on www.bulliedbymyboss.com. By purchasing from us, you agree to this policy.

2. Eligibility for Refunds

We offer **refunds** under the following conditions:

✓ Digital Products & Online Courses

- Refunds are available within **15 days** of purchase if you are not satisfied.
- Access to the product will be revoked upon refund approval.

✓ One-to-One Services (Consultations, Coaching, etc.)

- Cancellations **24+ hours before** an appointment qualify for a full refund.
- Cancellations **less than 24 hours before** the session may receive a **partial refund** or reschedule.

✓ Subscription-Based Services

- Refunds for ongoing subscriptions must be requested **within 15 days** of renewal.
 - No refunds for partially used subscription periods.
-

3. Non-Refundable Situations

We **do not provide refunds** in the following cases:

✗ **Failure to use the service** – No refund for unused access to digital products.

✗ **Downloads already accessed** – Once a digital product is downloaded, it is non-refundable.

✗ **Violation of Terms of Service** – If you breach our **Terms & Conditions**, you are not eligible for a refund.

4. How to Request a Refund

 Email **bulliedbymyboss@gmail.com** with:

- Your **name** and **order number**
- The reason for your refund request
- Any supporting information

Refunds are processed within **14 days** of approval.

DMCA POLICY (COPYRIGHT INFRINGEMENT CLAIMS)

Effective Date: April 2025

1. Introduction

Bullied By My Boss respects copyright laws, including the **Digital Millennium Copyright Act (DMCA)** and **UK Copyright, Designs and Patents Act 1988**. If you believe content on our Website infringes your copyright, please follow the process below.

2. How to File a Copyright Complaint

If you are a copyright owner (or an authorised agent), submit a **Copyright Infringement Notice** via email to bulliedbymyboss@gmail.com with:

- ✦ **Your contact details** – Full name, email, phone number
 - ✦ **Description of the copyrighted work** – Proof of ownership (e.g., URL, registration details)
 - ✦ **Location of the infringing content** – Specific URL(s) on our Website
 - ✦ **Statement of good faith** – Confirming the complaint is legitimate
 - ✦ **Electronic signature**
-

3. Counter-Notification (For Those Accused of Copyright Infringement)

If you believe your content was **wrongfully removed**, you may file a **Counter-Notice** including:

- ✦ **Your contact details**
- ✦ **Identification of the removed content**
- ✦ **Statement that you believe the removal was a mistake**
- ✦ **Your consent to legal proceedings in Scottish courts**
- ✦ **Electronic signature**

We will review all claims and **respond within 10 business days**.
