

Privacy Policy

Thank you for visiting my website. I want to reassure you that I am careful with your data and I will never share your personal information with third parties or anyone else.

How do you obtain my personal data?

You may provide me with personal data in the following way:

- Through an enquiry on my website form
- By email, telephone, WhatsApp or text message
- During a coaching session
- Through payment methods

What personal data do you store and how do you use it?

I hold the following types of data: name, email address, phone numbers, employer name and address, information on any coaching services received or enquired about and written testimonials.

I do not store data on 'sensitive' information such as race, religion or sexual orientation. If you attend a Coaching Intensive Vision Day with me, I may temporarily store information on access needs and dietary requirements.

I use this data in order to provide you with coaching services and for staying in touch with you.

Do you share my information with other organisations?

I keep information about you confidential. I will not share any personal data or disclose any information about you with third parties or anyone else, with the following exceptions:

I may use your personal data if there is an overriding public interest in using the information e.g. in order to safeguard an individual, or to prevent a serious crime or where there is a legal requirement such as a formal court order.

I may share information about you in an anonymised way with my supervisor or peers for the purpose of professional development. This will be at confidential supervision meetings in person or on video/phone calls.

I will not use your data for marketing purposes such as newsletters unless you give us your express permission.

I am not responsible for republished content from this site on other blogs or websites without my permission.

How do you store data?

I undertake at all times to protect your personal data in a way which is consistent with the requirements of the General Data Protection Regulation (GDPR) concerning data protection.

I store contact data, emails and coaching notes securely on my personal computer which is password protected and kept in a safe place. I store any coaching notes in a locked filing cabinet. I am the only person with access to your data.

Website Analytics

Like most websites, we use analytics software in order to help us understand how people are using the website. We make no use of personally identifiable information in any of the statistical reports we use.

We use cookies on this website solely to aid the proper technical functioning of the website. We use electronic forms on this website which has a number of built-in features to help ensure privacy. You can turn off the use of cookies at any time by changing your browser settings.

Data Access

You have the right to see, amend, delete or have a copy, of data held that can identify you. You do not need to give a reason to see your data. If you want to access your data, please request in writing to sue@circlecoaching.co.uk. I will respond within 30 days from the point of receiving the request and all necessary information from you.

Contact

This privacy policy is subject to change without notice and was last updated on 3rd June 2020. If you have any further questions, please feel free to contact me.