

## YOUR DATA & PRIVACY

I would like to provide you with information about the information I collect, what I use it for, with whom I share it and what rights you have. This is in line with the General Data Protection Regulation (GDPR), 2018. I am registered with the Information Commissioner's Office as an Information Controller.

### Clients

When we work together in a 1:1 relationship, I will ask you to sign my Data Privacy Agreement which provides you with full details of how I protect your data in line with the nature of our working relationship.

The types of personal data I collect so that we can be in contact whilst working together are:

- Contact information – such as name, address, phone number, email address.

### How I collect personal data:

- From your initial inquiry via email I will take your email address and phone number
- At our initial consultation, I will record your name, address and any other details you agree to. These will be kept securely so that only I may access them.

### Why I process your personal data and the legal basis for the processing

I may use your personal data for the following purposes:

- To contact you with regard to making and re-scheduling appointments.
- To have a record of some aspects of our work together.

### Security of your personal data

I will take appropriate technical and organisational measures in line with applicable data protection laws to protect your personal data.

### Storage of your personal data

I will store your personal data for as long as may be required by law, or as required under any contract. If there is no legal requirement, I will retain information about you only for so long as is necessary for the purposes for which it was collected - our work together.

### Your Legal Rights

I fully support the ethos of GDPR which is designed to keep the ownership of personal data within the control of individuals.

This means you have rights in relation to your personal data, including the right to request access, request correction and request erasure of your personal data.

## **Your Access to your Data**

You have the right to request a copy of the information I hold about you. If you would like a copy of the personal information I hold, please contact me.

You also have the right to be forgotten, so you can request the data I hold, to be deleted.

## **My Process for responding to Data Requests**

The controller of your personal data is myself, Sandra Hilton.

If you want to exercise your data subject rights or if you have any other questions concerning this Data Privacy Statement, please submit your request to me directly.

You will find an obvious link in every email correspondence I send you. This will allow you to update or remove any email related data, instantly.

If you wish to contact me directly, please email me at [sandra@onpurposecoaching.co.uk](mailto:sandra@onpurposecoaching.co.uk)  
I will respond to all legitimate requests within 30 days.

If you are not satisfied with my response or believe I am processing your personal data in any way that contravenes the regulations, you can complain directly to the Information Commissioner's Office (ICO).

## **Updates to this Data Privacy Statement**

I may update this Data Privacy Statement as and when necessary. Any changes to this Data Privacy Statement will become effective as of the date it is published, or as otherwise required by law. You will be advised of any updates and changes. (Last updated on: 30 July, 2020).

## **Newsletter Subscription**

When you sign up for my newsletter, I collect your name and email address. This data is held in google drive, Less Annoying CRM and with my newsletter provider, Flodesk. Your name and email address are used to contact you.

I may collect your IP address and information regarding your location and pages accessed. This provides analysis of general website traffic flows, activity and performance. This meta-data is collected and stored in Flodesk and cannot be used to identify you as an individual.

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