

PRIVACY POLICY

Caitlin Limmer ("I", "me", "my") is committed to protecting and safeguarding your privacy and will only use the information collected about you lawfully (in accordance with the Data Protection act 2018).

1 Explaining the legal bases I rely on.

The law on data protection sets out a number of different reasons for which I may collect and process your personal data, including:

CONSENT

In specific situations, I can collect and process your data with your consent.

For example, when you book a coaching session with me, and give me your email address I will use this to contact you regarding the session.

When collecting your personal data, I will always make clear to you which data is necessary in connection with a particular service.

2 What information is collected?

You name, your email address, your telephone number and number and value of sessions completed.

3 Use of Personal Data

I might use your personal information to. Contact you regarding coaching sessions.
Provide evidence of coaching hours completed to the ICF or other coaching bodies to meet accreditation requirements.
For further marketing purposes (you may opt out at any time by emailing me).

I will not provide your personal data to any third parties without your consent.
I will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.
I will store your data for as long as is reasonable for the above usages. You may ask me to delete your personal data at any point.

4 Disclosures

I may disclose information about you to:

I am required to do so by law
It is in connection with any legal proceedings or prospective legal proceedings I need to establish, exercise or defend my legal rights.

5 Policy amendments

I may update this privacy policy by posting a new version on my website.

6 Your rights

An overview of your different rights

You have the right to request:

Access to the personal data I hold about you.
The correction of personal data when incorrect or out of date/incomplete.
The deletion of data I hold about you in specific circumstances. For example, when you withdraw consent, or object and I have no legitimate overriding interest, or once the purpose for which I hold the data has come to an end.
A computer file in a common format containing the personal data that you have previously provided me with and the right to have your information transferred to another entity where this is technically possible.
Restriction of the use of your personal data, in specific circumstances, generally whilst we are decided on an objection you have made.

Contractual obligations – in certain circumstances, I need your personal data to comply with our contractual obligations. For example, if you order coaching from me, I will collect your details and retain them for 6 years under my HMRC obligations.

Legal compliance – If the law requires me to, I may to collect and process your data. For example I can pass on details of people involved in fraud or other criminal activity to law enforcement.

Legitimate interest – In specific situations, I may require your data to pursue my legitimate interests in a way which might reasonably be expected as part of running my business and which does not materially impact your rights, freedom or interests.

- A computer file in a common format (eg CSV or similar) containing the personal data that you have previously provided to me and the right to have your information transferred to another entity where this is technically possible.
- Restriction of the use of your personal data, in specific circumstances. For example, when you have withdrawn consent, or object for reasons related to our individual circumstances.
- That I stop using your personal data for direct marketing (either through specific channels, or all channels).

7 Contacting the Regulator

If you feel your data has not been handled correctly, or you are unhappy with my response to any requests you have made to me regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

