

Coaching from the Croft protects your data.

We never sell, license or market your information to any third party.

We only contact you if you want to be contacted and you have told us that you are happy for us to contact you.

All data is held in encrypted files, separated by firewalls, and no-one ever has access to any private information about any client except the client, and Caroline Anthony/Coaching from the Croft.

All data is stored in total compliance with General Data Protection Regulations (GDPR).

If you have any complaint or any issue please contact *Caroline Anthony* (<aroline@coachingfromthecroft.co.uk.) and we will endeavour to resolve your issue quickly and efficiently.

If you still feel that you need more information, all GDPR and Data Protection issues are overseen by the Information Commissioner's Office https://ico.org.uk/ which has contact and complaint procedures in place which are easily followed.

Protecting you and your data is something we take extremely seriously, and the benchmark we always use is - how would we feel if we were in your shoes? Thus we protect you as we would protect ourselves.

All information you share with Coaching from the Croft is *confidential*, with the exception of Testimonials which you consent for us to use to promote our services upon submitting your testimonial with explicit consent, and you can ask to have removed at any time.

You have a right of access to any and all information we hold about you, which you can enquire about at any time by emailing Caroline Anthony (caroline@coachingfromthecroft.co.uk). You have the right to ask us to delete all your data and confirm that it is done, although regulatory requirements may require us by law to keep certain information for our tax and compliance regulations.

Anonymised and encrypted domain information is collected for us to analyse our internal marketing strategy and see how we can improve our services, and again you have the right to ask anytime what information we hold about you, and you have the right to have all information deleted.

This will necessarily result in the termination of the services we can provide you, as of course, if we don't even have your name, how can we help to improve your life? which is our primary goal ①

If you have any questions, please do not hesitate to <u>contact me</u> and I will be happy to assist. Warmest wishes,

Caroline Anthony 6th November 2019