

# **Anita Findon Coaching Privacy Policy**

## **What information do I collect from you?**

I will collect your name, telephone number and email address. This may be given to me via the contact form on my website, by email or in a telephone conversation.

### **Contact Form on Website**

I will use any details that you send to me to contact you with regard to your enquiry and I will not pass on these details to anyone else or use them for marketing purposes.

When the contact form on my website is used, there is a tick box to indicate that you agree to the terms of the Privacy Policy.

### **Email Contact**

I will use any details that you send to me to contact you with regard to your enquiry and I will not pass on these details to anyone else or use them for marketing purposes.

### **Telephone contact**

I will use any details that you give to me to contact you with regard to your enquiry and I will not pass on these details to anyone else or use them for marketing purposes. I will only telephone or text you to remind you of an appointment, and I will ask which you prefer.

Anything discussed will be private and confidential, and will not be shared with anyone else without your express permission except in the following circumstances:

- There is the risk of harm to self and/or to others
- In accordance with any current legislation
- I receive a court order

### **Handwritten notes**

During coaching sessions I may make handwritten notes.

## **Why do I collect this information?**

Your contact details are required to be able to contact you regarding appointments.

During coaching sessions I may make notes which are used for my purposes only and serve as reminders to myself.

## **Who might I share your information with?**

I will not share your name or contact details with any other company or person.

Any information written by hand during coaching sessions will not be passed on to any other company or person. They will remain confidential unless you or others are at risk of harm or you mention any illegal activity.

## **What do I do with your information?**

Your contact details will be kept on a password protected computer. Emails come through to my mobile phone which is PIN protected and my computer which is password protected.

Handwritten notes made during the session will not have your full name on. Instead I will write your initials so that you are not identifiable. All handwritten information is kept in a locked receptacle.

## **How long do I keep hold of your information?**

When you have not worked with me for a period of 5 years your details will be deleted from my computer. My insurance company require that I keep your information for this period of time.

## **How can you access the information I hold about you?**

By asking to see your details on the database on my computer, and/or any handwritten notes.