# **Warrior Mum Coaching Privacy Policy**

#### Our contact details.

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ICO Ref Number: ZB300589

#### 1. The type of personal information we collect.

We currently collect and process the following information:

- Personal log in details when providing a service outside of coaching.
- Personal identifiers, contacts and characteristics (for example, name and contact details)

#### 2. How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Warrior Mum Coaching is providing an additional service outside of coaching.
- Free resources.
- To request a call back.

We use the information that you have given us in order to

- Provide an additional service outside of coaching.
- Contact you at your request.
- Email our newsletter or information (you can unsubscribe at any time)

Your information is never shared (unless sign posting to another professional i.e. your GP with permission from you) or at your request.

Date: 16.02.2023

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting me directly.
- (b) We have a contractual obligation.

## 3. How we store your personal information

Your information is securely stored.

We keep written and electronic information until your coaching agreement or service warrior Mum Coaching is providing ends. We will then dispose of your information through deletion id electronic or shredding if in written format.

#### Your data protection rights.

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at <u>warriormumcoaching@gmail.com</u> if you wish to make a request.

Date: 16.02.2023

### 4. How to complain

If you have any concerns about our use of your personal information, you can make a complaint by emailing warriormumcoaching@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: <a href="https://www.ico.org.uk">https://www.ico.org.uk</a>

Date: 16.02.2023