

THE AUTHENTIC SPARK LIMITED

PRIVACY NOTICE

In order to provide you with coaching services you have provided certain information to us. This privacy notice sets out how we will deal with that personal data and what you can do if you're not happy with the way we process it.

Who are we?

We are The Authentic Spark Limited. The person responsible for ensuring that we comply with data protection laws is Sarah Oswald. If you need to contact us you can do so as follows:

- by emailing us at sarah@theauthenticspark.com; or
- by telephoning us on 07989 656690.

Why we are processing your data?

We are providing you with coaching services and in order to do this effectively we need to retain certain information about you. You may disclose special categories of personal data to us during the course of the coaching services (e.g. health information, sexual orientation or trade union membership) which we may need to retain in the notes that we take during our coaching sessions. We only use your personal data to provide the coaching services to you.

Legal basis for the processing

There are six legal basis for processing personal data. We are processing yours on the basis of:

- (a) contract in relation to the personal data;
- (b) consent in relation to the special categories of personal data; and
- (c) vital interests where we need to share your information in case of an emergency (see below).

What data do we have?

At the beginning of the coaching relationship you will provide us with your name, address, email address, telephone numbers. During the coaching sessions you may disclose special categories of personal data to us (e.g. health information, sexual orientation or trade union membership).

Who do we share your personal data with?

All information that you share with us during the coaching services is confidential. We shall not disclose any information that you provide to us to any third party without your prior consent, except in the case of emergency if we reasonably believe that your mental or physical health requires urgent treatment in which case we may disclose information to your doctor or other health professional.

How long do we keep your information for?

We keep your contact details for six years as we need to have a full record of all of the contracts that we've performed for tax and accountancy reasons. We delete or destroy any special categories of personal data at the end of the coaching relationship.

What rights do you have?

You have the following rights under data protection legislation:

- The right of access
- The right to rectification
- The right to be forgotten
- The right to restrict processing
- The right to data portability
- The right to object

You can find out more about these rights by going to <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Who should you speak to if you're not happy?

You should speak to Sarah Oswald. You can contact her by emailing Sarah@theauthenticspark.com or by telephoning on 07989 656690.

If she's unable to resolve the complaint to your satisfaction, you can complain to the Information Commissioner's Office. You can contact the Information Commissioner's Office on their helpline on 0303 123 1113 or you can live chat them on their website <https://ico.org.uk/concerns/>