

Alexandra Thornton Coaching Privacy Policy

Our contact details

Name: Alexandra Thornton

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E-mail: info@alexandra-thornton.com

Website: <https://www.alexandra-thornton.com/>

Date: 1st July 2021

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Records of all one-to-one coaching videos or pre-coaching calls.

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:

- As part of the coaching programme
- To add you to the mailing list

We also receive personal information indirectly, from the following sources in the following scenarios:

- LinkedIn

We use the information that you have given us in order to analysis the location of our workshop attendees and add their emails to the mailing list.

We will not share this information with any other organisation.

Under the General Data Protection Regulation (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 info@alexandra-thornton.com

(b) We have a contractual obligation during coaching.

How we store your personal information

Your name, contact detail information and coaching records are securely stored safely and securely on Company computer.

We keep names, contact details and coaching records for 6 years. We will then dispose your information by permanently deleting them from the system.

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 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 info@alexandra-thornton.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@alexandra-thornton.com for data protection queries].

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: <https://www.ico.org.uk>