

Privacy Policy – Your Data

This privacy policy tells you what data I gather as Pressurevalve Ltd and what I do with it.

Below, you'll find an overview of the data I collect and process through:

- The Pressurevalve websites
- My coaching practice
- My consultancy practice.

Introduction

This privacy policy provides you with details of how I collect and process your personal data through your use of my websites www.pressurevalvecoaching.com and www.pressurevalveprojects.com and via my coaching and consultancy business.

I am the data controller and I am responsible for your personal data.

It is very important that the information I hold about you is accurate and up to date. Please let me know if at any time if your personal information changes by emailing me at julie@pressurevalve.co.uk

The data I collect and why

If you are a coaching client: I will collect data about you in the form of your name, email address, phone number, Skype name/account and home or business address. I store this data on my PC which has virus and security software. Plus, on a back-up server.

Some information, such as name and phone number, may also be held on confidential paper notes.

I will use the data you provide me with to:

- contact you within context of our coaching or consultancy work together, and/or
- to send you mailings if you have subscribed to my weekly *Hooray for Monday* email.

If you have signed up to my mailing list (via the contact form on my website), your email address and name will be stored in an email system from Wix.com, called Wix ShoutOuts. You can find out more

about how Wix looks after your data here:

<https://www.wix.com/about/privacy>

You will not be added to any other email lists within Wix ShoutOuts or elsewhere, unless you subscribe to them yourself.

I will never share your personal data with any third party for their own marketing purposes.

You can ask me to stop sending you emails at any time by following the unsubscribe links in my emails sent to you or by emailing me at julie@pressurevalve.co.uk at any time.

While using my website, I may collect information about you, such as your IP address, details about your browser (i.e Safari, Chrome), the amount of time you spend on the pages of my website, your page views and navigation paths, details about the number of times you use my website, time zone settings and the devices you use to access my website. The source of this data is from Google Analytics. I process this data to analyse your use of my website and to understand the effectiveness of my marketing.

I do not collect any sensitive data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data.

If you opt out of receiving marketing communications, this opt-out does not apply to personal data provided as a result of other transactions, such as purchases of online products or coaching services.

Links on my website and emails, to third-party sites

This website and my emails may include links to third-party websites, plugins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. I do not control these third-party websites and I am not responsible for their privacy statements. When you leave my website, I encourage you to read the privacy notice of every website you visit.

Other people I may need to share your personal data with

From time to time, I may have to share your personal data with the parties set out below:

- Professional advisers including lawyers, accountants and insurers.
- Professional coaching bodies and qualification boards that require me to evidence my coaching hours.

I require all third parties to whom I transfer your data to, to respect the security of your personal data and to treat it in accordance with the law. I only allow such third parties to process your personal data for specified purposes and in accordance with my instructions.

What happens with your data, plus how long I hold it for

I will only keep hold of your personal data for as long as necessary to fulfil the purposes I collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

For tax purposes the law requires me to keep basic information about my clients (including contact information, financial and transaction data) for six years after they stop being clients.

In some circumstances I may anonymise your personal data for research or statistical purposes in which case I may use this information indefinitely without further notice to you.

Your legal rights

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure and restriction.

You can see more about these rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of the rights set out above, please email me at **julie@pressurevalve.co.uk**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, I may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive or may refuse to comply with your request in these circumstances.

I may need to request specific information from you to help me confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. I may

also contact you to ask you for further information in relation to your request to speed up my response.

I will do my best to respond to all legitimate requests within one month. Occasionally it may take me longer than a month if your request is particularly complex or you have made a number of requests. In this case, I will notify you.

If you are not happy with any aspect of how I collect and use your data, you have the right to complain to the Information Commissioner's Office (www.ico.org.uk). I would be grateful if you contact me first if you do have a complaint so that I can try to resolve it for you.

Policy updated June 2018