



Privacy Policy

Last updated: 22 March 2026

1. Who We Are

Human Shift is a sole trader business based in Scotland, United Kingdom.

Business name: Human Shift

Business structure: Sole Trader

Contact email: info@humanshiftcoaching.com

For the purposes of UK Data Protection law, Human Shift is the data controller.

2. Scope of This Policy

This Privacy Policy applies to personal data collected in connection with coaching services, online communications, and booking or administrative processes. Services are delivered primarily online.

3. Personal Data We Collect

We collect only the personal data necessary to provide our services and operate our business. This may include name and contact details, booking information, communications with us, and payment confirmation from third-party providers. We do not intentionally collect special category personal data.

4. Online Services and Platforms

Services are currently delivered primarily online using Microsoft Teams or similar platforms. These platforms operate independently and are responsible for their own compliance with data protection and privacy laws. Clients are encouraged to review relevant third-party privacy policies.

5. Session Recordings

Coaching sessions are not routinely recorded. Any recording will only take place with prior, explicit consent and for a specific agreed purpose. Where recordings are provided by Human Shift, they are for personal use only and retained only for as long as reasonably necessary.

Where clients choose to record sessions independently, they do so at their own discretion and are responsible for compliance with applicable data protection laws.

6. Lawful Basis for Processing

We process personal data on the basis of contractual necessity, legitimate interests, consent where required, and compliance with legal obligations.

7. Data Storage and Security

We take appropriate technical and organisational measures to safeguard personal data, taking into account the nature of the data and the size of the business. Personal data is retained only for as long as reasonably necessary.

8. Your Rights

Under UK GDPR, you have the right to request access to your personal data, request correction of inaccurate data, request erasure where applicable, object to or restrict processing, withdraw consent, and lodge a complaint with the Information Commissioner's Office (ICO).

9. Contact Details

For any questions regarding this Privacy Policy or how personal data is handled, please contact: info@humanshiftcoaching.com

10. Booking Page Privacy Notice

By booking a session or block sessions, you acknowledge that your personal data will be used solely to manage your booking, deliver coaching services, and meet legal obligations. Sessions are delivered online via Microsoft Teams and are not routinely recorded. Please refer to this Privacy Policy for further details.