Regulated Woman Privacy Notice

Who we are

Regulated Woman is a coaching practice run by Tammy Lodge. When you share your details with us, Regulated Woman is the data controller. That means we decide how your information is used and we are responsible for keeping it safe.

We follow the Data Protection (Jersey) Law 2018 and the Data Protection (Bailiwick of Guernsey) Law 2017.

- **Email:** become@regulated-woman.com
- **Website:** www.regulated-woman.com
- **Registered with:** [Jersey Office of the Information Commissioner, registration no. XXXXX] [and/or the Office of the Data Protection Authority, Guernsey, registration no. XXXXX]

We are a small practice and are not required to appoint a Data Protection Officer. Any question about your information comes straight to Tammy.

What information we collect

We only collect what you choose to tell us through our intake form, by email, by phone or in our sessions.

- **Contact details:** Your name, email address, phone number and where you're based.
- **About your situation:** What you're experiencing, what no longer fits in your life and what you'd like support with.
- **Faith:** Whether you'd like your faith or religious beliefs to be part of our sessions, so we can support you in a way that feels right for you. This is optional.
- **Practical details:** How you'd like to connect, when suits you and how you heard about us.
- **Session notes:** Brief notes Tammy keeps during our work together, if you become a client.

Some of what you share may be **special category data**, which the law protects more strongly. This includes information about your emotional or mental wellbeing, and your

religious beliefs if you choose to share them. You never have to share this. We only use it with your explicit consent.

Why we use it

What we do	Why the law allows it
Reply to your enquiry and arrange a first conversation	You asked us to, before entering an agreement with us
Provide coaching sessions and keep session notes	To carry out our agreement with you
Use information about your wellbeing or faith	Your explicit consent, which you can withdraw at any time
Send you our newsletter	Your consent, only if you tick the box
Keep basic records for tax and accounts	A legal obligation

We do not sell your information, use it for advertising or make automated decisions about you.

Who we share it with

Your information stays with Tammy. We only use a small number of trusted services to run the practice:

- **Wisform**, which hosts our intake form and stores your answers. Your information may be processed or stored in the EU or US.
- **Microsoft**, which provides our email service and allows us to communicate with you by email.
- **GoDaddy**, which hosts our website and provides our online appointment booking and newsletter sign-up services.

These providers only handle your information on our behalf and must keep it secure. Where a provider stores information outside Jersey, Guernsey, the UK or the EU, we make sure proper safeguards are in place, such as approved contract terms.

We will only share your information with anyone else if the law requires it, or if we believe you or someone else is at serious risk of harm.

How long we keep it

Information	How long
Enquiries that don't lead to coaching	12 months, then deleted
Client records and session notes	6 years after our last session
Newsletter details	Until you unsubscribe

When the time is up, we delete your information securely. You can ask us to delete it sooner (see below).

Your rights

You can ask us to:

- Give you a copy of the information we hold about you
- Correct anything that's wrong
- Delete your information
- Stop or limit how we use it
- Send your information to you or someone else in a usable format
- Stop sending you the newsletter

Where we rely on your consent, you can withdraw it at any time by emailing become@regulated-woman.com. We'll reply within one month.

If you're unhappy with how we've handled your information, please tell us first so we can put it right. You can also complain to the regulator:

- **Jersey:** Jersey Office of the Information Commissioner, jerseyoic.org
- **Guernsey:** Office of the Data Protection Authority, Block A, Lefebvre Court, Lefebvre Street, St Peter Port, GY1 2JP, tel. 01481 742074, odpa.gg

We may update this notice from time to time. The latest version will always be on our website.

www.regulated-woman.com