



Elizabeth (Libby) Leech

Personal Development, Mediation and Supervision Consultant

GDPR Privacy Policy

Who am I

I am in private practice as a personal development consultant, pastoral supervisor, and an accredited mediator. I work face to face, on the phone or using audio visual distance technology, preferably via Zoom but by choice we can sometimes use other platforms. My telephone number is 07905 499524 and my email is libby.resolve@gmail.com. For the purposes of processing your personal data I am the registered data controller.

Data Protection Officer

I can be contacted by phone or email. My telephone number is 07905 499524 and my email is libby.resolve@gmail.com.

The Personal Data I Process and What I Do With It

I record and use the following categories of personal data:

I collect and store your name, telephone numbers, email address and sometimes home address on my password protected phone electronic contact list shared with my password protected computer.

I keep a record of the date and duration of any contact along with brief notes about what we have spoken about during our sessions digitally.

The lawful basis of processing this data is one of contract. In addition, I will only work with you if you contact me and consent to our meetings. I will normally only contact you in response to a request from you or if I need to rearrange an appointment.

Confidentiality: I will not sell your data. I may have to share your data in certain circumstances,

but I will always endeavour to discuss this with you first. For example: if you tell me that you intend to harm yourself or another person, or you are involved in an illegal activity or there are safeguarding issues that I need to report. Some employers require a report to be sent following each supervision. I will agree with you what goes on the form before it is sent.

My personal supervision: As a supervisor I also have a supervisor who is bound by the same rules of confidentiality. I only share first names with them when I talk about my work.

Archived Data: I do not normally access any data, except for billing after we have finished working together.

Retaining Your Personal Data

Whilst we are working together I will continue to store and use your personal data. In accordance with professional practice. I will archive the records once we have finished working together for at least 7 years.

Resolve: Balance. Reflection. Direction

Personal Development, Supervision and Mediation Consultant

Website: www.resolve-pdc.co.uk

Mobile: 07306 618031



Your Rights

As I process your personal data, you have certain rights: a right of access, a right of rectification, a right of erasure and a right to restrict processing.

You may request a copy of your data at any time. Please make such a request in writing or by email to the Data Protection Officer, whose details are shown above. Please provide the following information: your name, address, telephone number, email address and details of the information you require. I will need to verify your identity so I may ask for a copy of your passport, driving license and/or recent utility bill.

If you believe any of the personal data I hold on you is inaccurate or incomplete, please contact me directly and any necessary corrections to your data will be made promptly.

If you believe I should erase your data, please contact the Data Protection Officer, whose details are shown above.

If you wish me to stop storing or using your data, please contact the Data Protection Officer, whose details are shown above.

Data Breaches

Should your personal data that I control be lost, stolen or otherwise breached, where this constitutes a high risk to your rights and freedoms, I will contact you without delay. I will give you the contact details of the Data Protection Officer who is dealing with the breach, explain to you the nature of the breach and the steps I am taking to deal with it.

Should You Wish To Complain

You can contact the ICO via their website: www.ico.org.uk if you wish to make a complaint about the way I am processing your personal data.

Automated Decision Making and Profiling

I do not use any system which uses automated decision making or profiling in respect of your personal data.

Elizabeth Leech, Accredited Mediator, Personal Development Consultant

Please can you return a signed copy of this form to confirm that you consent to the above, you may need to print, sign and scan the document back to me, by email
Thank you

Print name

Signed

Date:.....

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