

Privacy Policy

Last Updated: 26th May 2025

At Kay Taylor Coaching, we believe that trust is at the heart of any meaningful coaching relationship. That's why protecting your privacy is so important to us. This Privacy Policy is here to help you understand how we collect, use, and safeguard your personal information – always with care, respect, and transparency.

We're committed to complying with UK GDPR, EU GDPR, and other global data protection laws to make sure your information is handled safely and responsibly.

The Kind of Information We Collect

Depending on how we work together, we may collect a range of personal and non-personal information. This can include:

Personal Data

- Your name
- Email address
- Business or professional details
- How you like to be communicated with
- Workbook responses
- Session insights

Non-Personal Data

This might include things like:

- Feedback you share
- Interactions with newsletters or courses

We only ask for what we need in order to support you in the best way possible.

How We Use Your Information

We use your personal information to:

- Send you updates, newsletters, or resources you've signed up for
- Improve and tailor our coaching services
- Respond to your questions or support requests
- Fulfil our professional commitments (like supervision and ongoing training)
- Meet legal or ethical requirements

As part of your coaching journey, you may be asked to consent to session recordings. Here's how we handle that:

- Some sessions may be recorded for supervision or mentoring
 - Notes are taken with care and stored securely
 - Videos, where applicable, are saved on a secure drive
 - Consent forms are safely filed and respected
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Our Legal Grounds for Using Your Data

We rely on a few different legal bases to use your personal information:

- **Consent** – For example, when you sign up for newsletters
 - **Legitimate Interest** – To keep in touch with existing clients or share relevant updates
 - **Contractual Obligation** – If you're working with us as a coaching client, we use your information as part of delivering our agreed services
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How Long We Keep Your Information

We only keep your data for as long as it's needed, either to support our coaching work or as required by law.

If you're subscribed to our mailing list and decide you'd like to opt out, just let us know and your data will be removed promptly.

For certain records, like signed consent forms, we're required to hold on to them for up to five years to comply with insurance and auditing guidelines.

Who We Share Your Data With

Your data is never sold or shared with third parties for marketing. If we need to transfer your information outside of the UK or EU, we'll always ensure that the proper legal protections, such as **Standard Contractual Clauses (SCCs)**, are in place.

Keeping Your Data Safe

Your privacy and safety are non-negotiable. We use strong security measures like:

- Encrypted files and secure cloud storage
 - Limited access to confidential data
 - Regular reviews of data handling practices
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Your Rights and Choices

Under data protection laws, you have several rights regarding your personal data:

- To access a copy of the data we hold about you
- To correct anything that's inaccurate
- To ask us to delete your data ("Right to be Forgotten")
- To object to how your data is being used
- To request a copy of your data in a portable format

If you'd like to exercise any of these rights, just reach out to us at:

info@KayTaylorCoaching.com

Cookies and Website Tracking

We use cookies on our website to help improve your experience and understand what content is most helpful. You can manage your cookie preferences anytime via your browser settings.

Who We Are

Kay Taylor Coaching

5 Brayford Square, Tower Hamlets, London, E1 0SG, United Kingdom

Business WhatsApp: +44 (0) 7457 417 846

Email: info@kaytaylorcoaching.com

Need to Get in Touch or Have a Concern?

We're here to help. If you have any questions about your data or how it's used, you can always email us.

If you ever feel we haven't handled something properly, you're also entitled to contact the UK Information Commissioner's Office (ICO) to make a complaint.
