

# The Coaching Dr. - Privacy Policy

## **Our contact details**

Name: Christian Wake

Address: Available upon request

Phone Number: 07724507160

E-mail: [contact@thecoachingdr.com](mailto:contact@thecoachingdr.com)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contact and characteristics
  - Name
  - Phone Number
  - Email address

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To allow us to contact you

We also receive personal information indirectly, from the following sources in the following scenarios:

- Nil other sources

We use the information that you have given us in order to contact clients and store their contact information during and after the coaching process.

We may share this information with emergency and medical services, governmental departments, law enforcement

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [contact@thecoachingdr.com](mailto:contact@thecoachingdr.com)**

**(b) We have a contractual obligation – as part of the International Coaching Federation, it is our obligation.**

**(d) We have a vital interest – in case of emergency, we require to store the contact information**

**(e) We have a legitimate interest: to initiate and provide coaching services**

**It is mandatory to pass contact information onto police enforcement, emergency health services and the ICF (international coaching federation)**

**Should you want to withdraw consent for us to pass your information over to the ICF, this can be done via email: [contact@thecoachingdr.com](mailto:contact@thecoachingdr.com)**

## **How we store your personal information**

Your information is securely stored within encrypted email and cloud servers.

We keep contact information (name, email address and contact number) for maximum 3 years. We will then dispose your information by removing from server.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [contact@thecoachingdr.com](mailto:contact@thecoachingdr.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [contact@thecoachingdr.com](mailto:contact@thecoachingdr.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>