

# GR Coaching and Consulting Privacy Policy

## Contact details

Name: GR Coaching and Consulting

Address: Flat 11, The Piper Building, Peterborough Road, SW6 3EF, London, UK

Phone Number: +44 7738 550440

E-mail: [guro.rogstad@grcoachingandconsulting.com](mailto:guro.rogstad@grcoachingandconsulting.com)

Website: [grcoachingandconsulting.com](http://grcoachingandconsulting.com)

## The type of personal information we collect

We currently collect and process the following information:

- Name, email address, phone number
- Date of sessions
- Coaching transcripts and recordings

## 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:

- In relation to booking coaching sessions with GR Coaching and Consulting

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

- GR Coaching and Consulting has a legitimate interest. Your data will only be used towards the continuous professional development and audits of employees of GR Coaching and Consulting. Data will only be shared with the International Coaching Federation (ICF) and the Health and Care Professions Council (HCPC) as part of audits into professional compliance and conduct and for performance evaluations and continued professional development<sup>1</sup>.
- Your consent. You are able to remove your consent at any time. You can do this by contacting Guro Rogstad at [grcoachingandconsulting.com](mailto:guro.rogstad@grcoachingandconsulting.com) or via [guro.rogstad@grcoachingandconsulting.com](mailto:guro.rogstad@grcoachingandconsulting.com)

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<sup>1</sup> Guidance on ICF performance evaluations, sourced 10 July 2021 at <https://coachingfederation.org/performance-evaluations>

## How your personal information is stored

Your information is securely stored in GR Coaching and Consulting's cloud-based OneDrive account.

We keep your name, email address, telephone number, date of sessions, number of sessions, and coaching record including recordings and transcripts for up to 7 years<sup>2</sup>. We will then dispose your information by deleting all records from all our systems, including emails, texts and OneDrive.

## 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 [guro.rogstad@grcoachingandconsulting.com](mailto:guro.rogstad@grcoachingandconsulting.com) if you wish to make a request.

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<sup>2</sup> Advice in accordance The Association for Coaching, sourced 10 July 2021 at <https://www.associationforcoaching.com/page/needtokeepclientrecordsfor>.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Guro Rogstad  
GR Coaching and Consulting  
Flat 11, The Piper Building, Peterborough Road  
SW6 3EF  
London, UK

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>