



Beyond Boundaries Coaching

Privacy Notice

June 2020

Beyond Boundaries Coaching respects your right to privacy and complies with its obligations and adheres to the principles under the Data Protection Bill 2018 and the General Data Protection Regulation (GDPR). The purpose of this Privacy Notice is to outline how I deal with any personal data you provide to me. I take great care with any personal data I hold, so that I provide the highest standard of service to you, whilst taking steps to keep your data secure and to ensure it is only used for the specified, explicit and legitimate purposes stated within this privacy notice.

Unless otherwise stated the controller of your personal data for all purposes outlined in this privacy policy is Beyond Boundaries Coaching.

Information Collection

In order to run my business, I collect personal data. Personal data is any information about a living person that can be used to identify that person. I will only collect information that is adequate, relevant and limited to what is necessary in relation to the purposes identified within this Privacy Notice.

Purposes for which I hold your Information

Data controllers are required to have a lawful basis for all processing of personal data. Within the GDPR there are 6 lawful bases in total, and of those, there are 2 which I rely upon: Contract and Consent.

1. Contract

The following process is an example of those which I undertake which are **necessary for the performance of a contract to which the data subject is a party**:

- Storing contact details (name, email address, phone number and occasionally home address) securely in order to work with clients and process invoices.

2. Consent

Before carrying out the following processes I will ask for the data subject's **consent**:

- Recording some or all of a coaching session in order to send a copy to the client;
- Sharing details of a client's success story on my website.

Data Sharing

Personal data is not routinely shared by Beyond Boundaries Coaching. If a situation ever arises where this is necessary, I will ensure that a client's explicit consent is obtained, and a data processing agreement will be completed between Beyond Boundaries Coaching and the sub-contractor (person or company with whom the data is being shared). A data processing agreement sets out explicit instructions as to how the sub-contractor will use and secure the personal data.

Retention

In accordance with the GDPR, Beyond Boundaries Coaching does not store personal data indefinitely; it is only stored for as long as necessary to complete the task for which it was originally collected.

What are your rights?

You have the right to:

- Be informed about how Beyond Boundaries Coaching uses your personal data;
- Request access to the personal data that Beyond Boundaries Coaching holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for its continued processing;
- Request that the processing of your data is restricted;
- Object to your personal data being processed.

Where the processing of your data is based on consent, you have the right to withdraw this consent at any time.

Raising concerns or making a complaint

If you have a concern about the way Beyond Boundaries Coaching is collecting or using your personal data, in the first instance you can contact me with your concerns. If you are not satisfied with the outcome, you can contact the Information Commissioner's Office, Monday – Friday, 9am – 5pm, on 0303 123 1113.

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