



### **Emotion Coaching UK Privacy Policy**

Emotion Coaching UK is an independent, not for profits organization that promotes Emotion Coaching training, research and supporting resources. Emotion Coaching UK's website also provides a forum for practitioners to share their Emotion Coaching news through postings and twitter.

Your data is stored on a 'legitimate interest' basis only. The Information Commissioner's Office (IOC) refers to legitimate interest as 'a level of data storage that is most appropriate where you use people's data in ways they would reasonably expect, and which have a minimal privacy impact, or where there is a compelling justification for the processing'

All of you who are currently on our database have subscribed to our Emotion Coaching newsletter database via our website, asked for further information or had queries about Emotion Coaching or enrolled on one of our Emotion Coaching training courses.

**Emotion Coaching UK does not use internet cookies to monitor visits to our site or share your details with any marketing organizations.**

#### **What information do we collect and how information about you will be used?**

Personal detailed information, such as name, date of birth, work/home addresses and email address are stored securely and encrypted, as recommended by the Information Commissioners Office (IOC). This information is used by Emotion Coaching UK for **administrative purposes only**. Administrative purposes include, answering your email queries, sending out the regular Emotion Coaching UK newsletter, maintaining Emotion Coaching UK training records, including registering and attending training events. If practitioners go on to complete the post-course assessment evidence to register as Emotion

Coaching trainer practitioner, details of achievement and registration date are recorded to maintain the annual register of Emotion Coaching trainer practitioners.

#### **Access to your information and correction**

You have a right to request a copy of the information that we hold about you. If you would like a copy of some or all the information, please email\_or write to us at the address below

You may ask us to correct or remove information that you think is inaccurate. We want to make sure that your personal information is accurate and up to date and will endeavour to comply within one calendar month.

You can unsubscribe from receiving information from us at any time by contacting us by phone or email to ask us to remove all your details from our system.

#### **The Wix.com platform**

Emotion Coaching UK is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to detail our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications.

They store your data on secure servers behind a firewall.

#### **Other websites**

Our website contains links to other websites. This privacy policy **only applies to** the Emotion Coaching UK website. When you link and visit other websites you need to be aware their governing privacy policy may be different to ours.

#### **Changes to our privacy policy**

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website.

Emotion Coaching UK is committed to promoting the IOC Personal Information Promise to uphold the recent changes to the General Data Protection Laws.

This privacy policy is regularly reviewed and was updated in April 2018.

#### **How to contact us**

If you have any queries in regard to our privacy policy or information we hold about you, please contact us:

- Email: [www.emotioncoachinguk.com](http://www.emotioncoachinguk.com)
- Or write to: Emotion Coaching UK, 6 The Mansion, Northwick Park, Blockley, GL56 9RJ