

PRIVACY NOTICE

At **Calm 7 Coaching Ltd**, we value your privacy. This notice explains how we handle your personal data, your rights, and how to exercise them when using our services or website.

Privacy Notice – Calm 7 Coaching Ltd

1. Who We Are

Calm 7 Coaching Ltd is a personal and professional coaching, leadership development programme and corporate event facilitation company. The person responsible for data protection within the company is Paul Woodward, Company Director.

2. What Data We Hold and Why

We collect and retain personal data for the purpose of contacting and re-contacting clients.

This includes:

- First and last name
- UK postal addresses
- UK telephone or mobile numbers
- Email addresses
- Social media handles

We also retain written and digitally transcribed notes from coaching and consultation services, including key facts, actions, and summaries of interactions.

The lawful basis for processing this data is to provide professional coaching and consultation services.

3. How We Collect Your Data

We collect data directly from clients and potential clients when they submit their contact details to us.

Additional data is gathered during coaching and consultation meetings, services, and events, in the form of written or digitally transcribed notes.

4. Who We Share Your Data With

We do not share your data outside the UK.

Access to client data is restricted to the two Company Directors, Paul Woodward and Lindsey Woodward, and contractors working under a formal agreement with Calm 7 Coaching Ltd.

These contractors are only permitted to use the data for contacting and re-contacting paid clients.

5. How Long We Keep Your Data

- Contact and service-related data: retained for up to six years from the end of the last contracted interaction.
- Physical or digitally transcribed notes: retained for up to one year from the end of the last contracted interaction.

6. Your Rights

You have the right to request access to, correction of, or deletion of your personal data. To do so, please contact us directly at: **contact@calm7coachingltd.co.uk**

7. Complaints

If you are unhappy with how we handle your data, you can make a complaint to the Information Commissioner's Office (ICO): **<https://ico.org.uk/make-a-complaint/>**

8. Automated Decision-Making and Profiling

We do not use automated decision-making or profiling based on the data we hold.

9. Publication of This Notice

This privacy information is not currently published on any leaflets, posters, or business cards used by Calm 7 Coaching Ltd.
