

Develop4life Data Protection Policy

Updated February 2018

Information that we hold about our clients

Contact form on website – if you send us information via the contact form, this information is only held until that communication trail is complete. It is then deleted.

Coaching client registration form – once we have decided you would like coaching sessions, you will be sent a registration form for you to print out and bring to your first session. This form is kept securely and is destroyed as soon as the coaching sessions have ended.

Coaching notes – coaching notes are kept securely for 3 years and are kept only for the purposes of professional development and reflection. Notes are not kept together with personal information and so cannot be attributed to individual clients.

Mailing list – individuals are only added to my mailing list if they consent to their name and email address being added. If you would like to be added, please contact me on info@develop4life.co.uk.

Privacy notice

All personal data is confidential and is kept securely and only for as long as it is needed. If you have any objection to the above data being kept, please let us know.

Customer rights

You have the right to see any information that we hold about you.

Subject access requests

If you would like access to the information that we hold about you, please email your request to info@develop4life.co.uk. Your request will be fulfilled within 10 working days.

Data controller

The data controller for Develop4life is **Jeanette Pratt**. The registration reference is **ZA256943**.