

Fair Processing Notice

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities, we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

Wendy Brumwell (“we” or “us”) take the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679, which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

Any questions relating to this notice and our privacy practices should be sent to hello@wendybrumwell.com

How we collect information from you and what information we collect:

We collect information about you:

- From your application for coaching and mentoring
- From your use of any of our forms, templates, tools and website.

We collect the following information about you:

- Name, e-mail address, telephone number, current address.
- Bank account details of a client including account number and sort code.
- Personal information shared by yourself.

Why we need this information about you and how it will be used

We need your information and will use your information

- to undertake and perform our obligations and duties to you in accordance with the terms of our contract with you;
- to enable us to supply you with the services and information;
- to help you with coaching and mentoring;
- to carry out due diligence as required;
- to analyse the information we collect so that we can administer, support, improve and develop our business and the services we offer;
- to contact you in order to send you details of any changes which may affect you; and
- for all other purposes consistent with the proper performance of our operations and business.

Sharing of Your Information

The information you provide to us will be treated by us as confidential and will be processed only by any third party, acting on our behalf, within the UK and EU. We may disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- If we enter into a joint venture with or merged with a business entity, your information may be disclosed to our new business partners or owners;
- To carry out due diligence if required on you as a prospective client;
- If you are unable to make payments under your contract, your information may be disclosed to any relevant party assisting in the recovery of this debt or the tracing of you as a client;

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe. We store all our personal information either electronically on a password protected Google drive, password protected iPhone (name, telephone number and email) or in a secured locked file at our business address.

How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law. (we may be legally required to hold some types of information), or as set out in any relevant contract I have with you.

Your Rights

You have the right at any time to:

- ask for a copy of the information about you held by us in our records;
- require us to correct any inaccuracies in your information;
- make a request to us to delete what personal data of yours we hold; and
- object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact us at hello@wendybrumwell.com

Should you wish to complain about the use of your information, we would ask that you contact us to resolve this matter in the first instance. You also have the right to complain to the Information Commissioner's Office in relation to my/ our use of your information. The Information Commissioner's contact details are noted below:

England:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk

Wales:

Information Commissioner's Office
2nd floor, Churchill House
Churchill way, Cardiff, CF10 2HH
Telephone: 029 2067 8400
Email: wales@ico.org.uk

Scotland:

The Information Commissioner's Office
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

Northern Ireland:

Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast, BT7 2JB
Telephone: 028 9027 8757
Email: ni@ico.org.uk

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.