

WESTFIELD

DESIGN, CONSULTANCY & COACHING



Privacy Policy

This Privacy Policy is to confirm what information Westfield Design, Consultancy & Coaching gathers from you, how it is stored and how it is used.

For Non-clients

What information is being collected?

Name, telephone numbers, email address, coaching agreement and coaching notes.

Who is collecting it?

In most cases I will be collecting it by hand after you have completed hand written notes. This will then be photographed and stored on Box digitally and in a locked filing cabinet at my business address. Yahoo will collect it when you click the contact me button, Eventbrite in the case of booking events. Mail chimp as and when newsletters are created and sent by Westfield Coaching.

How is it collected?

By you signing up to any courses or coaching agreements, newsletters or freebies from the website: www.westfield-coaching.com

Why is it being collected?

Occasionally I send out new information and special offers about courses or workshops I am offering, or newsletters and I need your name and email address to be able to do this.

How will it be used?

Your information will be stored in Yahoo or MailChimp which is GDPR compliant.

Who will it be shared with?

Nobody! Your information will **not** be sold or rented to third parties. Your information will *not* be shared with third parties for marketing purposes.

What will be the effect of this on the individuals concerned?

Nothing at all. Beyond you clicking on the MailChimp double acceptance that gives consent for the newsletter, that's all you need to do.

Is the intended use likely to cause individuals to object or complain?

No, definitely not.

For Clients

As well as using your information as above as a client I may also collect, store and use additional information to assist our working relationship with your consent.

What additional information is being collected?

Name, telephone numbers, email address, coaching agreement and coaching notes. Accounts details (optional) • Photo's & videos (optional)

Who is collecting it?

I am collecting it on behalf of my business 'Westfield Design, Consultancy & Coaching'.

How is it collected?

In majority of cases you will have provided the above information 'Westfield Design, Consultancy & Coaching'.

Why is it being collected?

In order for us to work together effectively with myself as your Empowerment Coach.

How will it be used?

It will be stored in client folders on Box and used in invoices, turnover/profit spreadsheets and graphs

Who will it be shared with?

Nobody! Your information will not be sold or rented to third parties. Your information will not be shared with third parties for marketing purposes.

What will be the effect of this on the individuals concerned?

None

Is the intended use likely to cause individuals to object or complain?

No, definitely not.

Becky Field – Empowerment Coach

A handwritten signature in black ink that reads "Becky Field". The signature is written in a cursive, flowing style.