

## **ACHIEVE BALANCE PRIVACY NOTICE**

The personal data I collect will be used for the following purposes:

### **Newsletters:**

- If you have agreed to receive my newsletter, email addresses will be used to send my newsletter or occasional updates such as the GDPR emails to confirm your consent. Your email address will not be used for any other reason.

### **Providing consultancy services:**

- If you are a consultancy client, I will have significant and often sensitive data on your organisation. It will never be shared with anyone else, unless I have your prior permission. All information will be securely held for seven years, for insurance purposes, after which it will be safely deleted / shredded.

### **Coaching or training:**

- If you are a coaching or training client and have given me personal data on the written "Client Data and Coaching/Training Agreement" document, this will be used to contact you during the service I am giving, and also for occasional follow up, where appropriate. It will be safely held for seven years, along with your notes, for insurance purposes, after which it will be safely deleted / shredded.

### **Consent:**

By consenting to this privacy notice, you are giving me permission to process your data specifically for the purpose identified. Consent is required for Achieve Balance to process any personal data, but it must be explicitly given. Where I ask you for sensitive personal data, I will always tell you why and how the information will be used.

### **Withdrawing consent – getting your data removed:**

You may withdraw consent at any time by unsubscribing from the newsletter using the button at the bottom of the newsletter, or emailing me at [anna@achievebalance.co.uk](mailto:anna@achievebalance.co.uk). No explanation needs to be given.

### **Disclosure – your data is never shared without consent:**

Achieve Balance will never pass your data onto third parties without first obtaining your consent. In reality, occasionally if I think someone I know can help a client, or would be a useful contact, I will contact you individually to ask permission to share your email / phone number. Only then will I introduce you to each other, usually through an email.