

This privacy notice describes how your personal data is collected, used, retained and safeguarded. It explains your individual rights which include your right to know what data is held about you, how this data is processed and how you can place restrictions on your data.

Data Processing

Corinna Nicol/ Connect Women in Biz complies with the obligation under the **General Data Protection Regulation (GDPR)** in keeping personal data up-to-date; by storing and destroying it securely after 7 years; by not copying data; by protecting it from unauthorised access ensuring that appropriate technical measures are in place to protect personal data.

Personal Data

To provide coaching/mentoring for my clients I collect and process personal data. I also collect personal data when a client requests information regarding the coaching I offer. Telephone enquires by clients provide personal data.

Protecting your data

Technical and organisational steps will be taken to protect your confidentiality. Personal client data is used by **Corinna Nicol/ Connect Women in Biz** for the following purposes:

- To deliver coaching that clients have requested.

- To contact those clients as necessary in accordance with the services they have requested.

- To maintain accurate accounts and records.

We may use your data to deliver personalised advertising via third-party platforms such as Facebook, Instagram, and other Meta services. This includes securely uploading your email address to create custom audiences or lookalike audiences within these platforms. Your data is encrypted and will only be used for the purpose of delivering relevant content and advertising. You can opt out of this at any time by contacting us or updating your preferences.

Your Rights

Individuals are provided with legal rights governing the use of their personal data under the Data Protection Act 2018. The following list details these rights.

- The right to be informed about the personal data being processed.

- The right to access your personal data.

- The right to object to the processing of your personal data.

- The right to restrict the processing of your personal data.

- The right to rectification of your personal data.

- The right to erasure of personal data.

- The right to data portability

In exercising your individual rights in some circumstances, for example: a request to erase all your personal data.

Corinna Nicol/ Connect Women in Biz may be required to retain some data for prevention of crime and for regulatory and other statutory purposes.

Complaints Notice

The client has the right to complain to the Independent Commissioner's Office (ICO) if they think there is a problem with the way their personal data is handled.

Contact

If you have any questions regarding this privacy notice, the use of your personal data or your individual rights please email: corinna@connectwomeninbiz.com