



## Privacy Notice

Last Updated 21/01/25

At Empowered Minds Coaching, I value your privacy and am committed to protecting your personal information. This privacy notice explains how I collect, use, and safeguard your data.

### 1. Information I Collect

I collect and process:

- **Personal Information:** Name, email address, phone number, and communication preferences
- **Coaching Session Information:** Brief notes and feedback from our coaching sessions
- **Payment Information:** Billing details necessary for processing payments.

### 2. How I Use Your Information

I use your information to:

- Deliver personalised coaching sessions
- Maintain accurate records
- Send session confirmations
- Share resources and materials
- Process payments
- Improve the service based on your feedback

### 3. Data sharing

I will never share your information except:

- With your explicit consent
- If required by law
- In cases of immediate risk to safety

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[www.empoweredmindscoaching.co.uk](http://www.empoweredmindscoaching.co.uk)

#### **4. Data Retention**

I keep your information for the duration of the coaching relationship.

#### **5. Your Rights**

You have the right to:

- Access your information
- Request corrections
- Request deletion
- Withdraw consent

#### **6. Information Security**

I protect your information by:

- Using secure, password protected systems
- Storing data on encrypted devices
- Maintaining confidential records
- Using secure video conferencing (Microsoft Teams)
- Regularly reviewing security measures

#### **7. Online Sessions**

For virtual coaching:

- Sessions are never recorded
- Microsoft Teams is used securely
- You are responsible for your own environment's privacy

#### **8. Contact Me**

For any questions or privacy concerns please contact me directly

[rebecca@empoweredmindscoaching.co.uk](mailto:rebecca@empoweredmindscoaching.co.uk)