



**Vicky Henderson**  
Coaching for Young People

## Privacy Policy

### Introduction

I take data collection and protection very seriously and therefore within this policy I outline what data I collect and why I need to as well as third parties I use to collect data. You can find my contact details at the bottom of this policy should you have any questions.

### Data Collection and Use

As a small business we understand that your data is super important and protecting it is our top priority. Below I outline the data that I collect and why I collect it.

- Your name and email address
- Bank details for direct debit mandates.
- Card Payment information
- Physical address
- Telephone number.

### Why do I collect this information?

I collect this information so that I can collect payments, communicate with you, send your products and may from time to time send marketing emails.

## Data Sharing and protection

Whilst we identify that keeping your information secure and safe is our top priority, in order to deliver the service(s) and products we offer we may need to share your data with other third parties in a secure manner. This may include:

- Wix & Kartra for email list management in order to send out marketing emails
- Postal and Courier services

Although we have third parties we share your data with, we also ensure due diligence is completed and that the third parties also adhere to regulatory requirements and laws of the United Kingdom and have security restrictions in place to avoid a data breach.

I also protect your data by using encryption on all files that include personal or confidential information, so that the data is unreadable unless unencrypted. I use multi factor authentication, where available, to manage online security. I also have ongoing support from my chosen IT Support company to ensure my devices are fully backed up and protected.

## Your rights and contact information.

All data collected is subject to ensuring compliance with the General Data Protection Regulation (GDPR) and to ensure specific rights of all parties whose data we collect.

In the first instance all complaints about how I handle your data should be directed towards myself for an official statement using the below details:

Name: Vicky Henderson

Email: [vicky@vickyhenderson.com](mailto:vicky@vickyhenderson.com)

Phone: +44 (0) 7975742975

Alternatively, you can also find out more information about data privacy from the Information Commissioners Office (ICO) at <https://ico.org.uk/>.

## Policy Approved by:



*Vicky Henderson*

**Policy last updated:** 22/05/2024