**Katie Allen Consulting Limited Privacy Policy**

**Our contact details**

Name: Katie Allen

Address: Suite 45, Autumn Park Business Centre,

Dystart Road, Grantham, NG31 7EU

Phone Number: 07487 572950

E-mail: admin@katieallenconsulting.com

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts, and characteristics (for example name and contact details)
* Online identifiers including IP addresses and cookie identifiers which may be personal data.

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Contact submission forms
* Appointment booking forms
* Newsletter and marketing sign ups
* Email correspondence

We also receive personal information indirectly, from the following sources in the following scenarios:

* Website cookies and visitor analytics from web page visits

We use the information that you have given us to contact you about your enquiries, share information, and track web page visitors to KatieAllenConsulting.com and TheCoachingBlacksmith.com.

We will not share this information with anyone outside of Katie Allen Consulting Limited.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

* **Your consent.**
	+ **You can remove your consent at any time by contacting admin@katieallenconsulting.com**
* **We have a contractual obligation in providing you with a service.**

**How we store your personal information**

Your information is securely stored.

We keep personal information provided by you via email for the duration of any contractual relationship, and for up to a period of 6 months afterwards.

We keep personal information provided by you via submission or booking form for the period up to a meeting is held, for the duration of any contractual relationship that may follow, and for up to a period of 6 months afterwards.

We will dispose your information by deleting any electronic records we hold that may use your data.

Unsubscribing from an online service will automatically delete your electronic data at the time of ending your subscription.

In the rare cases we hold any hard copy or paper documentation that includes personally identifiable information, such as meeting notes or case information, we will dispose of these by cross shredding and in accordance with the timings as agreed upon at the completion of projects.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you make a request, we have one month to respond to you. You are not required to pay any charge for exercising your rights. Please contact us at *admin@katieallenconsulting.com* if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

**Katie Allen Consulting Limited**

Suite 45

Autumn Park Business Centre

Dystart Road

Grantham

NG31 7EU

Or email us at: *admin@katieallenconsulting.com*

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

**Information Commissioner’s Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk