

## **Privacy Policy**

Your privacy is important to especially as I hope to build a strong relationship where confidentiality is key.

To work according to the data protection law please find below more information of how your contact details will be used.

### **What information will be collect of you:**

Contact details: When reaching out or when booking a sample session your contact details (including, but not limited to name, email address and phone number), will be collected and sent to the coach in question. There will be a choice to provide either your phone number, and or email or Skype account (or equivalent).

### **How your information will be used:**

- Your information will be used to contact you directly to answer your queries and/or to book an appointment of your choice.
- When a coaching relationship has been built your contact details and notes taken during the session will be used for correspondence between the coach and client, regarding e.g. the sessions and payments. The notes will not be disclosed to anyone else.
- By entering into this relationship it's acknowledged that your name and email address will be added to a Confidential Log ("ICF Log") for ICF (International Coaching Federation) Credentials to demonstrate a set number of hours of coaching experience. Your information on the coaching log will be seen only by ICF staff for verification purposes should I be subject to audit in the future Your information is never shared and / or sold to another party or used for any purpose other than the review of your application. (For more information see <https://coachfederation.org/experience-requirements>)
- At the end of the coaching relationship, I will promptly destroy all notes made during and / or as part of our sessions. The only personal data I will continue to hold on you is the abovementioned ICF Log.

In case you are interested to know more about your rights please have a look at <https://ico.org.uk/for-the-public/>

Please don't hesitate to contact Audrey Cairo in case you have any queries regarding the above [coaching@audreycairo.com](mailto:coaching@audreycairo.com).