

## **Privacy / Data Protection Statement**

In accordance with the General Data Protection Regulation (GDPR) 2018, the information that you have provided on the Free Cuppa Consultation form to contact Emma Keenan/Life Edits will be used in the following ways.

- To store it securely for the purpose of coaching sessions and post session reviews by Emma Keenan/Life Edits.
- To communicate with you as a client of Emma Keenan/Life Edits by phone or email in relation your coaching sessions / enquiries.

In line with The Client/Coach agreement, Emma Keenan/Life Edits will not disclose your data to anyone else without your prior consent.

You have a right to complain to the Information Commissioner's Office (ICO) if you believe your data is being handled by Emma Keenan/Life Edits inappropriately.

Please be advised that you can request for your data to be removed from stored records within 28 days by contacting Emma Keenan/Life Edits via written communication.

The Life Edits / Client relationship is bound to confidentiality as defined by the Global Code of Ethics, a copy of which can be found in this section of the website.