



Privacy Policy

Dr Hannah Ruth Katharine Mather.

Trading name: Hannah Mather Coaching and Development

Contact details

Name: Dr Hannah Ruth Katharine Mather

Address: Angel Court, 2 Rose Street, Fortrose, Ross-shire, IV10 8TN, U.K.

Phone Number: +44 (0)7990 503683

E-mail: hello@hannahmather.com

The type of personal information I collect

I currently collect and process the following information:

- Information that can personally identify you including your name, email address, phone number, and address.
- Information that cannot personally identify you including your IP address and website cookies.

How we get the personal information and why we have it

Most of the personal information you provide is used for one of the of the following reasons:

- To contact you regarding coaching and development services.
- If you sign up for coaching or development services, your personal information is required for the signed coaching agreement and for logging coaching hours.

The information that you have provided will be used to contact you as required.

The information you provide will be shared with no one other than myself, unless something disclosed by you in a coaching and/or development session overrides the confidentiality agreement.

Under the General Data Protection Regulation (GDPR), the lawful bases I rely on for processing this information are: **I have a contractual obligation.**

How I store your personal information

Your information is securely stored in a locked cabinet (hard copies) and in password protected folder (electronic information).

I keep notes from client sessions for seven years. I will then dispose your information by shredding all hardcopies and deleting all electronic copies.



Your data protection rights

Under data protection law, you have rights including:

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

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

Your right to erasure - You have the right to ask for your personal information to be deleted in certain circumstances.

Your right to restriction of processing - You have the right to ask for the processing of your personal information to be restricted in certain circumstances.

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

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at hello@hannahmather.com; +44 (0)7990 503683; Angel Court, 2 Rose Street, Fortrose, Ross-shire, IV10 8TN, UK if you wish to make a request.

How to complain

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

Dr Hannah R.K. Mather
Trading Name: Hannah Mather Coaching and Development.
Angel Court
2 Rose Street
Fortrose
Ross-shire
IV10 8TN, UK.

hello@hannahmather.com; +44 (0)7990 503683;

You can also complain to the ICO if you are unhappy with how I 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>