

Privacy Notice

Summary

This Privacy Notice applies to personal data collected through the website www.kscoachingandconsulting.com or through direct contact with Karen Saunders, such as email correspondence, phone calls, messages, or face to face meetings. We ask that you read this Privacy Notice carefully as it contains important information about how we process your data and your rights.

1. What information do you collect and how?

On the www.kscoachingandconsulting.com website:

If you are just browsing our website, we will not collect any personal data about you, other than your IP address collected through our cookies (see section 1.1 on cookies).

Direct contact:

If you decide to contact us using the contact details or contact form provided on our website, then you agree to our making note of your name and contact details, and any other relevant information provided. If we subsequently end up working together, we will agree a contract between us for this work.

1.1 Cookies

If you are just browsing our website, we will not collect personal data other than your IP address collected through our cookies. By continuing to browse the site you are giving your consent to our use of cookies.

Cookies are small pieces of data stored on a site visitor's browser, typically used to keep track of movements and actions on a site for the purpose of analysing visitor trends. This information is statistical and aggregated and is not processed for the purpose of understanding your particular usage of the website.

The Wix.com platform hosts www.kscoachingandconsulting.com. A list of the cookies Wix.com places on Wix sites can be found in Appendix 1.

2. How will you use my data?

On the www.kscoachingandconsulting.com website:

Please see Cookies section above (1.1.) for details on what cookies are used on the site.

Direct contact:

Personal data collected and stored during our work together will be kept for reference and general or personalised service improvement, and not used for any other purpose. We will not share your data with anyone, unless legally required to.

3. How do you store my data and for how long do you keep it?

On the www.kscoachingandconsulting.com website:

www.kscoachingandconsulting.com is hosted on the Wix.com platform. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

Direct contact:

If we end up working together, I will be keeping your contact details on file.

Regarding coaching, mentoring and team development, I may keep notes of individual and team sessions and workshops. These will be stored electronically, and password protected. I will keep this information for as long as we work together, and for up to seven years after our contract ends. By beginning to work together in these settings, you consent to my collecting and storing relevant personal data on you/the team, for the purposes of supporting our work together.

Regarding larger projects and broader HR consultancy, in addition to the principles above, any further details regarding the handling of data will be agreed in a contract of services.

4. What are my rights?

As a data subject, you have the following legal rights:

- the right of access to personal data relating to you
- the right to correct any mistakes in your information
- the right to prevent your personal data being processed in some circumstances
- the right to object to processing of your data where processed on the grounds of legitimate interests
- the right to erasure in some circumstances

If you do not think that we have processed your data in accordance with this Privacy Notice, please let us know as soon as possible. You also have the right to complain to the Information Commissioner's Office. Information about how to do this is available at www.ico.org.uk.

5. Changes to the Privacy Notice

We reserve the right to modify this Privacy Notice from time to time. You should check this Privacy Notice regularly to ensure you are aware of the most recent version.

6. How to contact us

If you have any questions about this Privacy Notice, how we handle your personal data, or want to exercise any of your rights, please contact Karen Saunders on 07967 107159 or by emailing karen@kscoachingandconsulting.com.

Appendix 1: Cookies

The Wix.com platform hosts www.kscoachingandconsulting.com. Here are the cookies Wix.com places on Wix sites:

Cookie Name	Purpose	Duration	Cookie Type
XSRF-TOKEN	Used for security reasons	Session	Essential
hs	Used for security reasons	Session	Essential
svSession	Used in connection with user login	2 years	Essential
SSR-caching	Used to indicate the system from which the site was rendered	1 minute	Essential
_wixCIDX	Used for system monitoring/debugging	3 months	Essential
_wix_browser_sess	Used for system monitoring/debugging	session	Essential
consent-policy	Used for cookie banner parameters	12 months	Essential
smSession	Used to identify logged in site members	Session	Essential
TS*	Used for security and anti-fraud reasons	Session	Essential
bSession	Used for system effectiveness measurement	30 minutes	Essential
fedops.logger.X	Used for stability/effectiveness measurement	12 months	Essential
wixLanguage	Used on multilingual websites to save user language preference	12 months	Functional