



## Accendit Coaching and Consulting Ltd. Privacy Policy

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**This is our short form Privacy Policy. Our more detailed GDPR policy will be available on request.**

**1) What information is being collected?**

Business related information only, for the purposes of support and development. Typically, but not exclusively Name & Email Address.

**2) Who will be collecting the data?**

The Directors & Associates of Accendit Coaching Ltd.

**3) How will the data be collected?**

Data will be collected through a variety of methods, such as but not limited to, data collected through Meetings, Business Cards, Referrals and Publicly Available Information.

**4) Why is it being collected?**

The data is being collected to aid the development of the business. The business should be able to develop in the sense that we can use the data we collected to contact recipients with a view of offering our services.

**5) Which personnel will the data be shared with?**

The data will be shared with The Directors & Associates of Accendit Coaching Ltd. No data will be shared with 3<sup>rd</sup> parties, without prior consent.

**6) Who is the data controller?**

Beverley Cockburn-Evans is the DPC (Data Protection Champion). She should be contacted by email at [admin@accendit-coaching.co.uk](mailto:admin@accendit-coaching.co.uk), or please phone us on 0203 745 7737

**7) Will any data be transferred to other countries and what are the safeguards involved with this?**

We do not anticipate any data transfers due to the lack of need, but the DPC us conversant contact with any relevant regulations. Checks will be made before any transfers are conducted.

**8) How long will the data be retained for?**

Data will be retained for a period of 5 years, but a review of whether we still need to keep certain data will be made after holding that data for 2 years.

If at any point you wish to unsubscribe, please do so via our website. Our newsletters will facilitate this also, and we will place a reminder in every newsletter.