

PRIVACY POLICY.

It is my commitment to respect your privacy regarding any information I may collect from you or which you may provide to me, in the circumstances set out below. I have developed this privacy policy for you to understand how I may collect, use, communicate, disclose, safeguard and otherwise make use of your personally identifiable information (“Personal Data”).

I will only collect and use your Personal Data where:

I have lawful grounds to do so, including to comply with our legal obligations;

I am performing a contract with you for our services; and

I have legitimate interests in using your Personal Data and your interests and fundamental rights do not override those interests.

Types of Personal Data Collected

On sign-up to:

receive free content, including eBooks, news and offers;

Email address

First name

Last name

When you purchase a book, course or workshop directly from me

Name

Email address

Phone number

Any Personal Data which you provide to us in the free text box of the form

Payment method choice (payment details are held by our payment processor, not us)

When you complete the media enquiries form

Name

Email address

Phone number

Any Personal Data which you provide to us in the free text box of the form

Use of your Personal Data

I will only use your Personal Data when the law allows me to. Most commonly, I use your Personal Data to:

process and manage your use of my website;

respond to your questions, comments and requests;

where you have opted-in to receive marketing from me, deliver communications that are relevant to your preferences / may be of interest to you;

improve our services and Website through analysis of information.

Sharing of your Personal Data

I take your privacy seriously and **will not share your Personal Data with others**, except as permitted by applicable law or as set out below:

I **may** share Personal Data as necessary with third parties who provide services or functions on my behalf and who require the information to provide those specific services to me. These third parties may include social media advertising platforms such as Facebook and Google Adwords for the purpose of custom audience generation and the development of targeting criteria for other audiences. **Please note that I have appropriate data privacy safeguards in place with third parties with whom we share Personal Data as described above and who are providing services or functions on our behalf.**

Keeping your Personal Data secure

I have implemented security policies and technical measures to safeguard the Personal Data we collect. We maintain physical, electronic and procedural safeguards that comply with applicable law, including the GDPR, to safeguard Personal Data from accidental loss, destruction or damage and unauthorised access, use and disclosure.

Retention periods for use of your Personal Data

I will use and store your Personal Data only for as long as necessary, bearing in mind the uses of your Personal Data as described in this privacy policy and otherwise as communicated to you. We review the Personal Data we hold at regular intervals and delete permanently or anonymise any Personal Data which is no longer necessary.

Control over your Personal Data

You have legal rights under applicable law in relation to your Personal Data. You can ask the following questions, or take the following actions, at any time by contacting me via email at: *steve@ifnotme-inclusion.com*

To see what Personal Data I hold about you (if any), including why I am holding it and who it could be disclosed to;

Ask me to change/correct your Personal Data;

Ask me to delete your Personal Data;

Object to the processing of your Personal Data;

Ask me to restrict the processing of your Personal Data;

Withdraw any consents you have given me to the processing of your Personal Data; and

Express any concerns you have about third parties' use of your Personal Data.

Change of purpose

I will only use your Personal Data for the purposes for which I collected it, unless I reasonably consider that I need to use it for another reason and that reason is compatible with the original purpose. If you wish to have an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact me.

If I need to use your Personal Data for an unrelated purpose, I will notify you and explain the legal basis which allows me to do so.

Contact me

My full details are:

Ifnotme-inclusion-coaching Limited

Email for Privacy Questions: steve@ifnotme-inclusion.com

Postal Address: ifnotme-inclusion coaching Ltd. 41 Tithe Avenue, Beck Row, Bury St.Edmunds, Suffolk, IP28 8BZ.