

# Vensa Coaching

## Data Processing Policy

- We will attempt to store your data securely.
- We will process your data to offer and provide you with services.
- We will only grant access to those who require access to your data for our own coaching, billing, marketing and market research purposes.
- We will grant access to your data to the relevant authorities, if requested and deemed necessary.
- Invoices to/from us will be retained for up to 5 years and provided to HMRC on request.
- Your emails and other data will be retained for 1 year after the coaching relationship ends (defined as the last booked session or workshop, with no immediate intention of booking another).
  - If another session or workshop is booked in that time, we may retain your previous communications for a further, but not unreasonable period, in order to better assist you.
- Your e-mail address may be retained and used up to a year after a coaching relationship ends. This may be used to see if you require further coaching assistance.
- Testimonials provided by clients may be retained indefinitely.
- You have rights over your data, including: right to be informed, right of access, right to rectification, right to erasure, right to restrict processing, right to object, rights related to automated decision making including profile. To find out more about them visit: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>
- James Evans is the individual responsible for executing this policy which is effective as of 25/05/18.