

# EMPOWERING NEURODIVERGENCE AUDHD COACHING

## **Privacy Policy**

Effective Date: May 2025

Empowering Neurodivergence AuDHD Coaching (“we”, “us”, or “our”) is committed to protecting your personal data and respecting your privacy. This policy outlines how we collect, use, and store your information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### **1. Who We Are**

Empowering Neurodivergence AuDHD Coaching provides coaching services for individuals with Autism and/or ADHD. We are the data controller for the purposes of data protection legislation.

#### **Contact Email for Privacy Matters:**

[hello@empowering-neurodivergence.co.uk](mailto:hello@empowering-neurodivergence.co.uk)

### **2. What Personal Data We Collect**

We collect and hold the following personal data:

- Full name
- Date of birth
- Contact details (such as email address and phone number)
- Emergency contact information

This information is collected directly from you when you engage with our services.

### **3. How We Use Your Data**

We use your data only where necessary to:

- Provide and manage our coaching services
- Communicate with you regarding appointments and service delivery
- Maintain a safe environment for our clients and practitioners

We do **not** use your personal data for marketing purposes or share it with third parties, except in cases involving a legitimate safeguarding concern.

### **4. Lawful Basis for Processing**

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We process your personal data on the basis of:

- **Contractual necessity** – to provide the service you have requested
- **Legitimate interest** – to ensure a safe and effective service
- **Legal obligation** – where safeguarding concerns arise

## 5. Data Storage and Security

All personal data is stored securely within the UK. We implement appropriate technical and organisational measures to protect your information from unauthorised access, alteration, or loss.

We do not transfer or store data outside the United Kingdom.

## 6. Sharing Your Information

We do not share your personal information with third parties unless:

- You give explicit consent; or
- There is a legal or safeguarding obligation to do so

## 7. Your Rights

Under UK data protection law, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate information
- Request erasure of your data, where applicable
- Object to or restrict processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

For any privacy-related concerns or to exercise your rights, please contact us at:

[hello@empowering-neurodivergence.co.uk](mailto:hello@empowering-neurodivergence.co.uk)

## 8. Retention Period

We retain personal data only for as long as necessary to fulfil the purpose for which it was collected, and to meet legal or regulatory requirements.

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## **9. Changes to This Policy**

We may update this privacy policy from time to time. The most current version will always be available on request and via our website, where applicable.