



## Coaching Life Works - Privacy Policy

**Introduction:** This privacy notice is for visitors to our website and other digital platforms. Your privacy is important to us. Please take some time to read through this document which describes how we collect and use your personal data.

If you have any questions about this policy, please contact [coachinglifeworks@gmail.com](mailto:coachinglifeworks@gmail.com)

The content of the pages of this website is for your general information and use only. It is subject to change without notice.

**What Information Do We Collect?** We will collect your name, email address and message if you contact us using the form on this website.

**How Do We Use Personal Information?** If you contact us using the form on this website your name, email address and message will be logged on our webserver. We will only use the information you provide to respond to your message. We will not use it for any other purpose, and we will not share it with any third parties.

**When Do We Share Personal Data?** We will treat your personal data confidentially and never share it with any third party unless required by law.

**How long do we keep your personal data for?** Your personal data may be logged on our webserver indefinitely. If you would like us to remove your data please contact us.

**Cookies:** We use cookies to monitor site traffic and use this information to improve the site for visitors. No personally identifiable information is collected, and we do not share the data we collect with anyone else.

**Google analytics:** Coaching Life Works website uses a third-party service called Google Analytics, which collects standard internet log information and details of visitor behaviour patterns; this allows us to find out the number of visitors to the various sections of our website. The information collected via Google Analytics is processed in a way that does not identify anyone; additionally, we do not make, and do not allow Google to make any attempt to find out the identities of users visiting our website.

**16 or under:** We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, advise us and confirm that you have your parent/guardian's permission beforehand whenever you provide us with personal information.

**Changes to this privacy notice and your duty to inform us of changes:** It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.