



Sweet.Work Ltd – Privacy and Security Policy

Operating as a business coach I am committed to protecting the privacy and security of client/customer data in compliance with the General Data Protection Regulation (GDPR). This policy outlines my commitment to safeguarding client information and ensuring its confidentiality and integrity.

1. Data Collection and Use:

Each new client signs a contract, including information about GDPR and clear guidelines for terminating the working relationship. This contract links to the EMCC (European Mentoring and Coaching Council) code of ethics that I ascribe to as a coach - linked here: https://drive.google.com/file/d/0B3x9pjB1_wLiUUUpDcnpVUGFBa0U/view?resourcekey=0-lpmje-6Z0BRt43gyD-loKg (This information can also be found in our Code Of Ethics Policy).

I collect and process client/customer data only for legitimate business purposes and with explicit consent. This data may include personal information such as names, contact details, and business-related information necessary for providing coaching services. I will only use this data for the specific purposes for which it was collected and will not share it with third parties without consent unless required by law.

2. Confidentiality:

I treat all client/customer information as confidential and will not disclose it to unauthorised individuals or parties. I am bound by confidentiality agreements and am trained in handling sensitive information securely.

It is explained to the clients that there are two scenarios upon which I might divulge information:

1. If there is concern for their safety, or the safety of anyone else.
2. As part of attending coaching supervision, I take anonymous content from the sessions to improve my mastery of coaching.

3. Data Retention:

I retain client/customer data only for as long as necessary to fulfil the purposes for which it was collected. Once data is no longer needed, it will be securely deleted.