

# Data Privacy Policy

Blue Heron Coaching respects your right to privacy and complies with obligations under GDPR. This policy details how Blue Heron Coaching handles data you may provide while using services or visiting the Blue Heron Coaching website.

In order to provide services to individuals we (Blue Heron Coaching) need to collect and store data relating to individuals. This can include personal and non-personal data.

## What do we mean by data?

### Personal Data:

This refers to data that an individual has submitted voluntarily or contractually which identifies that individual and may include:

- Name
- Email Address
- Phone Number
- Home and/or business addresses

And any other identifiable data provided while using our services.

### Non-Personal Data

This refers to data that the Blue Heron Coaching website collects from website visitors for statistical purposes and can include non-personal data about the device used to visit the website or the number of pages viewed for example:

- Demographics
- IP addresses
- Cookies

### How we collect personal data online

Data is collected when website visitors voluntarily complete any of the following online forms / collection notices:

- Online Contact Form
- Online Booking Form
- Online Subscription Forms
- Information Guides and Tips

and any other online forms that request submission of personal data.

### Purpose of collecting personal data online

Data is collected for legitimate business interests including:

- to respond to enquiries about Blue Heron Coaching services
- to arrange appointments

- to offer professional service packages
- to provide information guides and tips

The data collected on the website is not excessive and controls are in place to review and delete data that is no longer required for business or marketing purposes.

### **How we collect other personal data**

- Client Contracts
- Harrison Assessment Reports
- Collection Notice Forms
- Accounts information

### **Data shared with 3<sup>rd</sup> Parties**

Data may be shared with 3<sup>rd</sup> parties that are approved processors on the Blue Heron Coaching website and for internal business purposes such as electronic payments, invoicing software, email and database. These 3<sup>rd</sup> parties have data privacy policies which adhere with GDPR or US Privacy Shield.

### **Data Rights of individuals**

Under GDPR all individuals have the right to access, rectify or delete personal data held. To find out more about GDPR and your rights go to [GDPR and You](#).

### **Retention of Data**

A retention policy is in place for personal data collected by Blue Heron Coaching. Data required for tax purposes will be retained for a minimum period of 6 years. Data held for business or marketing purposes is reviewed every 2 years and deleted when appropriate.

### **Data Security**

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

**This policy will be reviewed periodically in light of any legislation or other relevant changes.**

### **Identity**

Should you need any further assistance, please contact us at:

Blue Heron Coaching

Cnr. Pearse Road and St. Brigid's Place

Sligo Ireland

Email: [lilymurphy@blueheroncoaching.ie](mailto:lilymurphy@blueheroncoaching.ie) Tel: 087 634 9664