



# Just Being Me Privacy Policy

## **Our contact details**

Name: Just Being Me

Address: 67 Elmwood Park, Loddiswell, Devon. TQ7 4SD

Phone Number: 07958333783

E-mail: [info@jennyfield.co.uk](mailto:info@jennyfield.co.uk)

Website: [jennyfield.co.uk](http://jennyfield.co.uk)

## **The type of personal information we collect**

We currently collect and process the following information:

- Email address
- Address
- Date of birth
- Personal coaching notes
- web user statistics

## **How we get your personal information and why we collect it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Sale of goods & services
- Marketing
- Communication



We use the information that you have given us in order to

- Deliver goods to you
- Create invoices
- Send emails
- Communicate online.
- Keep records during support sessions

We may share this information with

- Other members of the team (self employed or employed)
- Emergency services if deemed risk to self or others

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are: **[delete as appropriate]**

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [info@jennyfield.co.uk](mailto:info@jennyfield.co.uk)**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

## **How we store your personal information**

Your information is securely stored at our premises 67 Elmwood Park, Loddiswell. Devon TQ7 4SD.

We keep

- Support notes for 7 years. We will then dispose of this information by securely shredding any paperwork and deleting any online information.
- Email addresses physical addresses D.O.B until you request to have them removed. We will then dispose of this information by securely shredding any paperwork and deleting any online information.



## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@jennyfield.co.uk](mailto:info@jennyfield.co.uk) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at: [info@jennyfield.co.uk](mailto:info@jennyfield.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>