



Data Processing Notice

The Data Protection (Bailiwick of Guernsey) Law, 2017 requires us to provide certain information to you. We provide this via our Data Processing Notice below. This applies to all personal data collected by Martine Ellis (trading as Martine Ellis and Martine Ellis Education and Training) ("we", "us", "our") except for that relating to recruitment.

1. About Us

We provide a range of educational products and services, including coaching, training (in-person and online), consulting, event and conference speaking, and content creation.

2. Who is the Data Protection Officer (DPO)?

Our DPO is Martine Ellis, who can be contacted by emailing martine@martineellis.com.

3. When do we Collect Your Data?

We collect your personal data:

- As part of the sign-up process for our email newsletter (our email service provider is Kit).
- When emails are sent support@martineellis.com and any staff email addresses (all end with @martineellis.com).
- When you purchase a product or service (our website provider is Squarespace).
- When you contact us by email or by completing an online form on our website.
- When you make a complaint (see our [Complaints Policy](#)).

4. How do we Use Your Data?

We use your personal data for the following purposes:

- **To provide our services:** This includes delivering coaching, training, and consultancy services, as well as responding to enquiries and managing bookings.
- **To communicate with you:** We use your contact details to send updates, respond to queries, and provide information about our services. This may include sending our email newsletter if you have subscribed. You can unsubscribe at any time by clicking the link in the email footer (if you've received an email newsletter) or by contacting the DPO.

- **To process payments:** We collect and process your payment information when you purchase a product or service to ensure secure and accurate transaction processing.
- **To improve our services:** We may use your data to gather feedback and insights, helping us refine and enhance our offerings. We use automated tools to analyse feedback trends, but these do not constitute "automated decision-making" with legal effects on individuals. Anonymised, aggregated summaries of feedback may be shared with the organisation that commissioned the training to demonstrate impact and value.
- **To comply with legal obligations:** We may need to process your data to meet regulatory requirements or in response to a legal request.

5. Your Rights

The Law provides you with [specific rights](#).

If you want to make a submission in respect of any one of these rights, please contact our DPO.

6. Transfer of Data

We use several third-party service providers to deliver our services (including Google Workspace, Squarespace, and Kit). This means your data may be transferred to and processed in the UK, the European Economic Area (EEA), or other jurisdictions.

For website security and spam prevention, we use Google reCAPTCHA. In this capacity, Google acts as a data processor, and data is handled in accordance with the Google Cloud Data Processing Addendum.

When data is transferred outside the Bailiwick of Guernsey, we ensure appropriate safeguards are in place, such as using providers in "authorised jurisdictions" or including standard data protection clauses in our contracts with them. We do not sell or share your data with third parties for their marketing purposes.

7. Links to Other Websites

This notice does not cover any third-party websites reached via links on this website. You are advised to read the data collection statements on the other websites you visit.

8. Retention of Data

We fulfil a statutory function as set out in the Law. All data is retained securely and only used for the purposes set out in the Law. Data is retained to comply with our statutory obligations.

9. Complaints

Complaints can be made as outlined in our [Complaints Policy](#).

10. Cookies

Our website uses cookies to enhance the user experience. Squarespace, our website builder platform, also uses cookies to improve website performance and provide website analytics. We also use Google reCAPTCHA to prevent automated software from engaging in abusive activities on our site. This service may collect information about your device and application, including IP addresses and cookie data, to perform these security checks.

11. Review

This policy will be reviewed regularly and updated as needed. It was last updated on **6 February 2026**.