



Kunaka Coaching

Coaching | Career Development | Consulting

Privacy Policy

Kunaka Coaching values your privacy and the protection of personal data is valued and important.

This Privacy Policy may change from time to time. Your continued use of the website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates. This Privacy Policy has been developed and is maintained in accordance with all applicable federal and international laws and regulations and specifically with the Data Protection Act 2018 (UK regulation) and the GDPR (General Data Protection Regulation - European regulation).

Data Collection and Processing

The only personal data I store electronically is individuals' name, phone and email address with their consent. I explain what that information will be used for in the coaching contract and below.

Data is collected in the following ways:

Communication

As a coach, I ask for coachee contact details (first and second name, email and mobile phone number) so I can communicate with them. No other personally identifiable information is asked for.

This information is stored in my contacts list on my computer and on OneDrive which are password protected. Email correspondence related to the coaching is deleted after the coaching contract ends.

Coachee session notes

I keep reflective notes about each session categorised under a coachee's initials to support learning. I also keep a grid with coachee emails and a brief non-personalised summary of the session for the purpose of accreditation with the EMCC. These are stored on a password protected computer and OneDrive. At the end of our contract they are kept for seven years. After that period they will be destroyed and contact details deleted.

Feedback and Testimonies

Coachee testimonies are only shared publicly (on this website and LinkedIn) with the coachee's permission via email.

The coachee determines whether their name, initials or pseudonym are used. These can/will be removed on the request of the coachee made by email.

Website analytics

This website collects personal data to power our site analytics, including:

- Information about your browser, network, and device
- Web pages you visited prior to coming to this website
- Your IP address

This information may also include details about your use of this website, including:

- Clicks
- Internal links
- Pages visited
- Scrolling
- Searches
- Timestamps

This information gets shared with Wix, our website analytics provider, to learn about site traffic and activity. When you submit information to this website via the contact form the data requested in the webform will be used to respond to your question and query. This information gets shared with Wix, our hosting provider, so that they can provide website services to us.