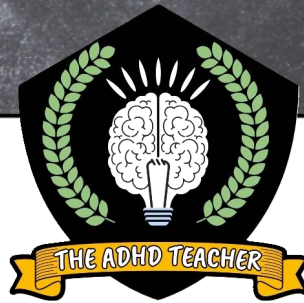




# Privacy Policy

**Effective Date:** 28th April 2025

The ADHD Teacher: Coaching, Mentoring and Consultancy Ltd ("we", "our", "us") is committed to protecting your privacy and handling your personal data in compliance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR). This Privacy Policy explains how we collect, use, store, and protect your personal information when you engage with our coaching and/or mentoring services, website, and related offerings.

## Information We Collect

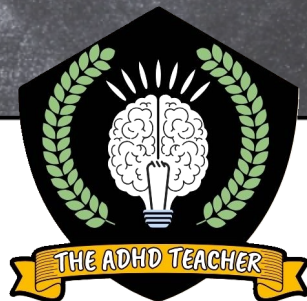
We may collect the following types of personal information:

- **Personal Details:** Name, email address, phone number, and mailing address.
- **Billing Information:** Payment details (processed securely through third-party payment providers).
- **Session Information:** Notes, feedback, and preferences related to your coaching or mentoring experience.
- **Technical Data:** IP address, browser type, and cookies when you visit our website.

## How We Collect Your Information

We collect personal data through:

- Direct interactions (e.g., signing up for coaching, booking sessions, completing forms, or subscribing to emails).
- Website tracking tools (e.g., cookies, analytics).
- Third-party services (e.g., payment processors or scheduling tools).



## GDPR Compliance

We comply with the UK GDPR. We process your personal data lawfully, fairly, and transparently. Our lawful bases for processing include:

- **Contractual Necessity** – to provide our coaching and mentoring services.
- **Legal Obligation** – to comply with tax or financial regulations.
- **Legitimate Interests** – to improve our services and ensure website functionality.
- **Consent** – for marketing emails and updates.

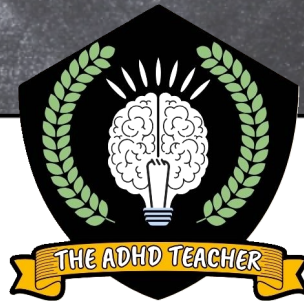
## How We Use Your Information

We use your data for the following purposes:

- Providing coaching and/or mentoring services and support.
- Managing bookings, appointments, and payments.
- Sending updates, newsletters, or promotional offers (only with your consent).
- Enhancing and personalising our website and services.
- Fulfilling legal and contractual obligations.

## Data Retention

We retain your personal information only for as long as necessary to fulfill the purposes described above, including for legal, accounting, or reporting requirements. Typically, we retain session-related data for up to **7 years** to comply with professional practice standards.



## How We Protect Your Information

We implement industry-standard security measures to protect your personal data, including encrypted storage and secure payment processing. While we take all reasonable precautions, please note that no method of online transmission is 100% secure.

## Sharing Your Information

We do not sell or rent your personal data. We may share your information with:

- **Payment processors** for secure transactions.
- **Service providers** (e.g., scheduling software, email marketing tools) under data processing agreements.
- **Legal authorities** if required by law.

Some of our service providers may be located outside the UK or EEA. When data is transferred internationally, we ensure appropriate safeguards (such as Standard Contractual Clauses) are in place.

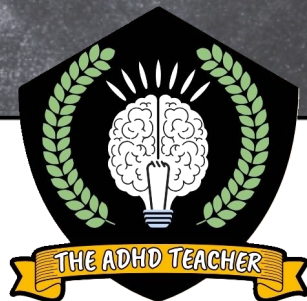
## Your Rights Under GDPR

You have the right to:

- Access the personal data we hold about you.
- Request correction or deletion of your data.
- Withdraw consent for marketing communications.
- Object to or restrict data processing in certain circumstances.
- Request a copy of your data in a commonly used format (data portability).

To exercise these rights, contact us at: **hello@The-ADHD-Teacher.co.uk**.

If you are unhappy with how we handle your data, you have the right to lodge a complaint with the Information Commissioner's Office (ICO): [www.ico.org.uk](http://www.ico.org.uk).



## Cookies and Tracking Technologies

Our website uses cookies to enhance user experience and monitor performance. You can control cookie preferences through your browser settings.

## Third-Party Links

Our website may contain links to third-party websites. We are not responsible for their content or privacy practices.

## Changes to This Policy

We may update this policy periodically. Updates will be posted on our website with the new effective date.

## Contact Information

If you have any questions or concerns about this Privacy Policy, contact us at:

### **The ADHD Teacher: Coaching, Mentoring and Consultancy Ltd**

 [hello@The-ADHD-Teacher.co.uk](mailto:hello@The-ADHD-Teacher.co.uk)

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