

# Privacy Policy for [www.lucaturconi.com](http://www.lucaturconi.com)

## **Our contact details**

Name: Luca Turconi

Titke: Executive Coach

E-mail: [lucaturconi@gmail.com](mailto:lucaturconi@gmail.com)

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

Depending on the type of support or intervention required we may obtain some or all of the following data:

- Full Name and Title
- Email Address
- Telephone Number

## **How we get the personal information and why we have it**

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

- Executive Coaching engagement

We also receive personal information indirectly, from the following sources in the following scenarios:

- Information provided to us through [lucaturconi.com](http://lucaturconi.com) website 'Contact Form'.
- Information provided to us via email, online over the internet (e.g. Microsoft Teams/Facetime/Skype/Zoom), by text or telephone.
- Information discussed in person

We wont share your information with any 3<sup>rd</sup> party unless we have your expressed consent.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [lucaturconi@gmail.com](mailto:lucaturconi@gmail.com)

(b) We have a contractual obligation.

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

The personal information that we hold digitally is securely stored and password protected. Any written information is held securely in a dedicated and secure locked filing cabinet in a secure location.

We keep personal client information for a minimum of three years from the date of the coaching engagement. This is so that if we need to use it again in relation to a future engagement with you, we have access to it. If you wish to have any of your information removed from our records at any time (i.e sooner), you can request to do this at any time.

## **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 [lucaturconi@gmail.com](mailto:lucaturconi@gmail.com) 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 [lucaturconi@gmail.com](mailto:lucaturconi@gmail.com)

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>