

Maya Gudka, Executive Coach ([mayagudka.com](http://mayagudka.com))

## Privacy Policy

Date of creation: 10 November 2020

### Our contact details

Name: Maya Gudka

Address:

Suite 3, 5th Floor

Congress House

Lyon Road

Harrow

Middlesex

HA1 2EN

Phone Number: 07949686808

E-mail: [info@mayagudka.com](mailto:info@mayagudka.com)

### The type of personal information we collect

We currently collect and process the following information:

- Full name and email address

### 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:

- We receive your details when you sign up to receive email communications from us, from time to time. This is collected on [mayagudka.com](http://mayagudka.com)
- If you place a booking for one of our services, we collect your email address so that we can email the calendar details to add to your calendar.

We use the information that you have given us in order to send you relevant information in relation to my work or new developments which you may find useful.

We may share this information with Google Analytics for reporting and analytical purposes.

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 [info@mayagudka.com](mailto:info@mayagudka.com) or selecting the unsubscribe button on an email.**

**(b) We have a contractual obligation such as an appointment booked.**

## How we store your personal information

Your information is securely stored in our website database.

We keep email addresses for 12 months. We will then dispose your information by deleting your data from our database if you have not opened or interacted with emails in a 12 month period.

## 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@mayagudka.com](mailto:info@mayagudka.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 Maya Gudka, Executive Coach by emailing [info@mayagudka.com](mailto:info@mayagudka.com) in the first instance.

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>