

C-Options Coaching Training and Therapies Privacy Policy

Your privacy is important to us at C-Options. This privacy policy explains what personal data C-Options Coaching Training and Therapies obtains from you, through interactions with you and through our services and resources, and how we use that data.

Personal Data That We Collect

C-Options Coaching Training and Therapies collects data such as your email address, telephone number and sometimes your address in order to operate efficiently and provide you with the best experience when using our services. You provide some of this data directly when you email us to request information on coaching, mentoring, products, events or training. Further information is gathered when we meet. Any records of our meetings are held under unique reference numbers rather than names to protect your privacy in the unlikely event of any unauthorised access to our records.

How We Use Your Personal Data

C-Options Coaching Training and Therapies uses the data we collect from you to provide you with an invoice or receipt for purchased services, to communicate with you regarding enquiries you have made, to book, change or cancel an agreed appointment in the event of an emergency or unexpected situation and to advise you of any useful information that may come to our attention which is related to your original enquiry. All personal information is protected by passwords and anti-virus support. Your information is never shared with third parties for any form of marketing.

With your permission, it may be used to add you to a mailing list, or as part of legal or insurance requirements.

Sharing of Personal Data

We only share your personal data with your consent as above, or as necessary to complete any transaction or provide any product you have requested or authorised.

How to Access & Control Your Personal Data

You can request that your personal data be removed or deleted at any point in time.

You can always choose whether you wish to receive occasional promotional emails for products that may interest you based on your original enquiry. You can also opt out and/or unsubscribe at any time.