

# InsurePro Consultancy Ltd GDPR Policy

## General Data Protection Regulation (GDPR) Policy

**Effective Date:** 19/01/2025

**Last Updated:** 19/01/2025

### 1. Introduction

InsurePro Consultancy Ltd ("we," "our," or "us") is committed to protecting the privacy and security of personal data. This policy outlines how we collect, use, store, and protect personal information in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 2. Data Controller

InsurePro Consultancy Ltd is the data controller responsible for the processing of personal data. If you have any questions about this policy, please contact us:

- **Email:** insurepro.coach@gmail.com
- **Address:** Penthouse One, Waters Edge, 12 Brudenell Road, Poole BH13 7NN
- **Phone:** +33 6 40 16 69 95

### 3. What Data We Collect

We may collect the following personal data:

- **Identity Data:** Name, job title, and employer details.
- **Contact Data:** Email address, phone number, and postal address.
- **Professional Data:** Employment history, qualifications, and performance information.
- **Financial Data:** Billing information, payment details, and VAT information (if applicable).
- **Technical Data:** IP address, browser type, and operating system (when interacting with our website).

### 4. How We Use Personal Data

We use personal data for the following purposes:

- To provide coaching and consultancy services.
- To communicate with clients regarding services, appointments, and updates.
- To process payments and manage invoices.
- To improve our services and understand client needs.
- To comply with legal or regulatory obligations.

### 5. Legal Basis for Processing

We process personal data based on one or more of the following legal grounds:

- **Consent:** Where you have provided explicit consent for us to process your data.

- **Contractual Necessity:** To fulfill a contract or agreement with you.
- **Legitimate Interests:** For purposes such as service improvement and business operations.
- **Legal Obligation:** To comply with legal or regulatory requirements.

## 6. Data Sharing

We do not sell or share personal data with third parties except in the following cases:

- With service providers who assist in delivering our services (e.g., payment processors, IT support).
- When required by law or to protect our legal rights.

## 7. Data Retention

We retain personal data only for as long as necessary to fulfill the purposes outlined in this policy or to comply with legal obligations. After this period, data will be securely deleted or anonymised.

## 8. Data Security

We take appropriate technical and organisational measures to protect personal data from unauthorised access, loss, or misuse. These include:

- Encrypted storage of electronic data.
- Secure access controls and authentication measures.
- Regular monitoring and review of data protection practices.

## 9. Your Rights

Under the UK GDPR, you have the following rights:

- **Access:** Request a copy of your personal data.
- **Rectification:** Correct inaccurate or incomplete data.
- **Erasure:** Request deletion of your data where applicable.
- **Restriction:** Limit the processing of your data.
- **Portability:** Request your data in a portable format.
- **Objection:** Object to processing based on legitimate interests.

To exercise these rights, contact us at [insurepro.coach@gmail.com](mailto:insurepro.coach@gmail.com)

## 10. Cookies

Our website does not use cookies, although this is subject to change, and we will update our policy as appropriate.

## **11. Updates to This Policy**

We may update this policy from time to time. Any changes will be posted on our website, and where appropriate, notified to you via email.

## **12. Complaints**

If you have concerns about how we handle your personal data, you can contact us at [insurepro.coach@gmail.com](mailto:insurepro.coach@gmail.com). You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO):

- **Website:** <https://ico.org.uk>
- **Phone:** 0303 123 1113