



## Privacy Statement

Whilst honouring the ICF Code of Ethics, the CTI Code of Conduct and the GDPR (General Data Protection Regulation) I promise that:

- As your coach, I am the only one reading the (personal) information you share with me;
- I do my utmost to protect all your data;
- I will not sell or distribute your data;
- Six months after our last session, I will destroy the notes I have made from our sessions;
- The notes I make are only for my personal use in order to prepare myself for our sessions;
- Two years after our last session, I will delete all e-mail conversation between us. From there I will only keep the legally required minimum information and/or for the ICF-accreditation;
- You have the right to ask me to correct or delete your personal information before the 6 or 24 months mentioned above as well as to file a complaint to the applicable authorities in case you expect I mistreat your personal information;
- You can request me to hand over your personal information I have collected prior to or during our coaching relationship;
- Only in case you (are expected to) break the law, you might become a danger for yourself, someone else or society, and/or when there is an obligation to inform the authorities, I will break confidentiality and only share the necessary minimum information;
- In case I feel the need to consult a colleague or the ICF with regards to something that is happening in our sessions, I will only do that in a way that fully guarantees you privacy and discuss it like a 'case study'. This will be only done to improve our work together and/or in order for my professional growth.
- I will keep the minimum information required by law or regulations, for instance for tax purposes or on behalf of my ICF-accreditation;
- If you are on a mailing list owned by me/my companies, you can remove your information there at any given time. Also for these mailing lists it is promised your information will not be shared with/sold to others and only used to inform you about the activities of Orange Smile.