

GDPR policy for Fields of Learning Ltd:

Fields of Learning GDPR Policy

In line with GDPR, Fields of Learning supports privacy as a basic human right. Catherine Doherty, Owner and Director, is the Data Controller (i.e. the person responsible for managing data in Fields of Learning Ltd.) Bill Pougher is the Financial Controller and accesses details for invoicing and payments.

Outlook contacts

Fields of Learning holds contact details for clients, colleagues and networking contacts in the form of Outlook contact cards. The maximum information held is:

1. Name
2. Role
3. Address
4. Phone number/s
5. Email address

We hold this information because these details have been shared by you because you are, or have been a client, colleague or contact of Fields of Learning, (i.e. we have worked together and/or met in person or as virtual contacts). Because of this, we believe that details of all our contacts were obtained with consent. If, for any reason, this has changed or you do not agree, please get in touch and we will immediately act in accordance with your wishes.

You can request a copy of the contact card at any time, and you can request Fields of Learning to delete this information at any time. Please call 07855343297 or email catherine.doherty@fieldsoflearning.com if you have any queries or concerns Fields of Learning will send you the relevant information in a readable Outlook card format (or similar)

Coaching and client notes:

Fields of Learning retains coaching notes in accordance with our coaching contract with you. All notes are subject to our confidentiality agreement with you, confirmed during our contracting arrangements.

All materials subject to a NDA are either destroyed or returned to you at the end of a consulting or coaching project.

Use of data

Fields of Learning only uses your contact details for direct communication with you, to share information about our services, articles, events, video clips etc. which may be useful and relevant for you. Fields of Learning does not share any of your information with anyone else, without your permission.

Security

All data is password protected and kept in secure, alarmed premises. No unauthorised person or organisation has access to data.