

Privacy Statement

Who we are

Nina Khoo

Email: info@ninakhoo.com

Address: 5 Hill Rise, Twyford SO21 1QH, Hampshire, United Kingdom

Website – Subscribe or Opt-In

When you 'subscribe' or 'opt in', you're agreeing to receive newsletters & the free opt-in gift. We will collect your name & email address to contact you about events, offers and other information that you may find interesting. This is managed via an email marketing service (currently Mailchimp). You can review & amend this information via your settings through using the appropriate links at the bottom of each email, or have this information deleted & stop receiving emails from us by using the 'unsubscribe' link.

Your personal information will never be passed onto any third parties for marketing purposes unless we have your express consent. We will do our utmost to keep your email address private and will only use your email address to send you information about coaching & events run by Nina Khoo, or events closely related that are deemed to be of interest to you.

Workshop/Event Bookings

If you book onto an event via the website, your information will be captured via a 3rd party. Currently the 3rd parties involved are Eventbrite & Paypal. When we receive notification of your booking, your name, physical address, email address & telephone number are forwarded on to us. We will only use this information to provide the service that you paid for. E.g. to give you further details of that event.

During a Coaching Relationship

If you embark on a coaching package, we will collect personal data to enable us to fulfil our contract of services with you. This will include your name, physical address, email address & telephone number & any other aspects captured through note-taking during the coaching sessions. This information is for the fulfilment of our coaching relationship only & will never be shared with any 3rd parties unless absolutely necessary to satisfy legal requirements.

How long we keep your information

We will only keep your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

By law we have to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they cease being customers for tax purposes.

Where this information is kept

Personal information collected via the website will be stored electronically.

Any information gathered during the course of a coaching session in the form of written notes will be stored in a filing cabinet on secured premises.

If you're not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). Please do contact us first if you have a complaint so we can try to resolve it for you. It's very important that the information we hold about you is accurate and up to date. Please let us know if your personal information changes by emailing us at info@ninakhoo.com

Policy information

This policy was last updated on the 23rd of May 2018. We may update it at any time to keep up with changes in the business or to comply with the law.