



## **Privacy policy**

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### **Who am I?**

I am Emily Troscianko, and operate as a recovery coach under my own name, and via the website [hungerartist.org](http://hungerartist.org).

I take your privacy extremely seriously. I am aware that you are entrusting sensitive information to me, and I will do all I can to protect it. I will use all information about you in strict accordance with the law.

### **What information do I hold about you?**

- Information submitted through my website when you use the contact form to provide details such as your name, email address, and comment or question.
- Information about your computer and about your use of [hungerartist.org](http://hungerartist.org) when you visit the site (including your IP address, country, search terms, links in and out, and page views).
- Information you provide when you email me directly.
- Information you share with me during the free initial video conferencing consultation and subsequent correspondence outside any formal coaching agreement.
- Information you share with me as part of the coaching process, via video chat, email, email attachments, Google Drive, PayPal, and/or HabitShare.
- See also the Wordpress cookies policy at <https://en.support.wordpress.com/cookies/> for details about the cookies stored by your browser when using these sites.

### **What do I use this information for?**

- To respond to your messages.
- To create a personalised coaching programme for you, including regular summaries of your progress.
- To help track, analyse, and improve the services and information I provide to you and other people.

### **Who will I share it with?**

- Anyone you give me explicit permission to share it with.



- Anyone to whom I must disclose your personal data to comply with the law or in connection with legal proceedings; or to protect the rights, property, or safety of myself or others. Note that information you share with me, as your coach, is not protected by the legal 'privilege' that a therapist or lawyer may have to refuse to disclose your information.
- In the case of data shared during the coaching process (not including free consultations), with the person I have designated to provide regular coaching review and debrief sessions. See the next section for more detail.

### **My professional development and personal wellbeing: Regular coaching review and debriefing, and one-off consultation**

I take my own wellbeing seriously, not least because it affects the wellbeing of people I work with and support. To keep me safe, and to optimise how I learn and improve as a coach, my continuing professional development includes a regular review and debrief with a designated third party. In these sessions I may share some information about you, my coaching client, to help me address and process issues that may arise during coaching. This information will not include more detail than necessary to meaningfully outline the situation and help me understand and learn from it, and it will never make you personally identifiable.

I may also occasionally need to consult someone with a higher level of expertise than I have (for example, in nutrition, physiology, sports science, etc., or in your professional field) in order to make an informed decision about how best to support you in a specific context. In such cases I will, as above, reveal only the necessary detail, and will never make you identifiable.

### **What are your rights?**

You have a right to obtain a copy of the personal data I hold about you. To do so please email me at [hunger.artist.coaching@gmail.com](mailto:hunger.artist.coaching@gmail.com). I may charge you a small fee to cover the cost of my time for providing this information.

### **What will I not do?**

- I won't share any information about you with third parties for any marketing or other purpose, except as required by law or in connection with legal proceedings.
- I won't share any information about you with your nominated emergency contact unless I have good reason to believe there is a tangible and immediate risk to yourself or someone else. In this case I will try to inform you before



sharing the minimal necessary amount of data with your nominated emergency contact or a relevant professional.

- I won't keep your personal information for longer than I need to. I'll then delete it securely and safely.

### **How and where are your data stored?**

I will take notes by hand during our video conversations and will use these to generate email summaries and personal plans for you. The handwritten notes are destroyed after the email summaries have been written. If you choose not to proceed with coaching after the initial free consultation, I'll delete your video call contact details immediately, and will keep the email summary (and any subsequent correspondence) for six months before permanently deleting it. Once coaching begins, information about you will be stored in password-protected form within Google Drive; for their terms of service and privacy policy, see [here](#). If we decide to use the HabitShare app, data sharing will be subject to their privacy policy, available [here](#). The security of any online communication cannot be guaranteed, and the data I collect from you may be transferred to and stored somewhere outside the European Economic Area.

### **Changes to this policy**

I will update this document with any material changes I make to this privacy policy in the future, and if you are working with me I will notify you that I have made changes.