



## Privacy Policy

At Claris Coaching (“Claris”), we are committed to respecting and protecting your privacy. This privacy notice explains how we collect, use, and protect your personal data when you use our website and services, your privacy rights, and how the law protects you.

This policy may be changed from time to time to be in line with UK legislation, and it is up to date as of May 2024. By using our website, you’re agreeing to be bound by this Policy.

Any questions regarding this policy and our privacy practices should be sent by email to [services@clariscoaching.com](mailto:services@clariscoaching.com) or contacting Tasneem Virani. If you no longer wish to hear from us, you can change your mind at any time please email us.

### 1. Who is Claris?

TAV Bridges (UK) Ltd. trading as Claris Coaching (Claris), is an organisational dynamics consultancy firm. Our Data Protection Officer, Tasneem Virani, oversees all privacy-related matters. You can contact us at [services@clariscoaching.com](mailto:services@clariscoaching.com) 135 Kings Road, Kingston Upon Thames, Surrey KT2 5JE.

### 2. Data Collection and Use

We collect personal data such as identity, contact, financial, transaction, technical, profile, usage, and marketing data. This information is used to provide and improve our services, manage customer relationships, and comply with legal obligations. We do not sell your data.

#### ***2.1. How we collect data***

- **Direct Interactions:** Data you provide through forms, correspondence, newsletter subscriptions, event sign-ups or service engagements.
- **Automated Technologies:** Data collected via cookies and similar technologies.
- **Third Parties:** Data from analytics providers, payment services, and publicly available sources.

#### ***2.2. What information we collect***

At Claris we collect basic information include:

- Name
- E-Mail Address
- Telephone Number

- Address

## **2.2. Data Sharing**

We share your data only with trusted third parties who assist us in providing services, complying with laws, or if required for business restructuring. We ensure these parties adhere to strict data protection standards.

## **2.3. International Transfers**

We transfer data internationally only to countries with adequate data protection laws or under approved contractual clauses ensuring your data's protection.

## **2.4. Data Security and Retention**

We implement robust security measures to protect your data and retain it only as long as necessary for the purposes outlined or as required by law. You can request data deletion or processing restrictions at any time.

## **2.5. Your Legal Rights**

You have the right to:

- Access your personal data
- Request correction or deletion of your data
- Object to or restrict data processing
- Withdraw consent at any time

## **2.6. Third Party Links**

Our website contains links to external websites. This privacy policy applies only to our website, and we would encourage you to read the privacy statements on the other websites you visit as we cannot be responsible for the privacy policies and practices of other sites, even if they are accessed from our website.

In addition, if you have accessed our website from a third-party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and would encourage you to read their privacy policies and practices.

For any concerns or to exercise your rights, contact us at [services@clariscoaching.com](mailto:services@clariscoaching.com).

## **3.0. What information will you receive from us**

We will send you emails that are necessary to deliver the service we have promised in order to honour our agreements.

We may send you newsletters or marketing via email or via social media. We will always give you the option to opt-out of our newsletters.

#### **4.0. Changes to This Policy**

We review and update this policy regularly. The current version was last updated in May 2024. For any questions regarding this policy, please contact us.