



## **Privacy policy**

Version 1.9, December 2023

### **Who am I?**

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

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) or [troscianko.com](http://troscianko.com) when you visit either 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 consultation and subsequent correspondence outside any formal coaching agreement.
- Information you share with me as part of the coaching process and any follow-ups after our work together ends. You may share information via Zoom or other video-conferencing or in-person conversations, as well as in the form of emails, email attachments, documents in Google Drive, PayPal payments, DropboxSign contract-signing, and/or HabitShare updates.
- See also the Wordpress cookies policy at <https://en.support.wordpress.com/cookies/> for details about the cookies stored by your browser when you use my [hungerartist.org](http://hungerartist.org) and [troscianko.com](http://troscianko.com) sites.

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

- To respond to your messages.
- To create a personalized 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. This may include the emergency contact you provide in our coaching contract, whom you give me permission to contact if I have good reason to believe there is a tangible and immediate risk to yourself or someone else or if I have any other good reason to believe that contacting them is in your best interests. 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.
- In the case of your name and email address, the person I have designated to contact you if an emergency prevents me from being in contact with you. See the next section for more detail.

### **My professional development and personal wellbeing**

I take my own wellbeing seriously, not least because it affects the wellbeing of the people I work with and support. To keep me safe, and to optimize how I learn and improve as a coach, my continuing professional development includes regular coaching supervision with a qualified supervisor. 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 who has a higher level of expertise than I do in a particular area (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.

Your name, email address, the type of coaching we’re engaged in (recovery or work/life coaching), and the currently contracted end date of our work together will be listed in a Google Sheet to which only my husband, James Anderson, has access. He has agreed to view the sheet only in an emergency (e.g. serious illness or injury, or death) that means I’m unable to contact you myself, and only for the purposes of notifying you of this fact. Your details will be removed from the sheet as soon as our coaching ends.



## **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 [emily@troscianko.com](mailto:emily@troscianko.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 (see the next section for details).

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

I take notes by hand during our sessions and use these to generate email summaries and personal plans for you. The handwritten notes are destroyed after the email summaries have been written. Once coaching begins, information about you and materials that we share will be stored only within Google Drive, in folders to which only you and/or I have access; 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](#). Please note that 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. After we finish working together, I will remove your access to our shared Drive folders after 30 days, and I will delete any additional information I hold about you that has not been shared between us (e.g. in the form of my private coaching notes) after 12 months.