

Data Protection

Privacy Policy

LP Leadership Training and Consultancy ("we", "our", "us") is committed to protecting and respecting your privacy.

This Privacy Policy explains how we collect, use, store and protect your personal information when you engage with our services, visit our website, participate in training programmes, leadership retreats, coaching sessions, consultancy services, or otherwise interact with us.

Please read this policy carefully to understand our practices regarding your personal data and how we will treat it.

The rules on processing personal data are set out in the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.



1. Definitions

Data Controller

The organisation that determines the purposes and means of processing personal data.

Data Processor

An organisation or individual that processes personal data on behalf of a controller.

Data Subject

A living individual to whom personal data relates.

Personal Data

Any information relating to an identifiable person who can be directly or indirectly identified from that data. Examples include:

- Name
- Address
- Email address
- Telephone number
- Professional information
- Online identifiers such as IP addresses and cookies

Special Category Data

Sensitive personal information such as:

- Racial or ethnic origin
- Religious beliefs
- Trade union membership
- Health information
- Sexual orientation
- Political opinions
- Biometric or genetic data

Processing

Any operation performed on personal data including collection, recording, storage, use, sharing, deletion, or destruction.

Third Party

Any individual or organisation other than the data subject, controller, processor, or authorised personnel processing data on behalf of the controller.

2. Who Are We?

LP Leadership Training and Consultancy is the Data Controller responsible for your personal information.

Contact Details

LP Leadership Training and Consultancy

Email: **info@lpleadership.co.uk**

Telephone: **0044 (0) 7913420909**

Business Address: **62 Grange Road, Hove, BN3 5HW**

For any questions regarding this Privacy Policy or your personal data, please contact us using the details above.

3. Information We May Collect

We may collect and process the following information:

Information You Provide

You may provide information by:

- Completing forms on our website
- Registering for programmes, workshops or retreats
- Booking coaching or consultancy services
- Subscribing to newsletters or updates
- Contacting us by email, phone, social media or other communication channels

This information may include:

- Name
- Job title
- Organisation
- Postal address
- Email address
- Telephone number
- Payment information
- Professional and leadership development goals



Information We Collect Automatically

When you visit our website, we may automatically collect:

- IP address
- Browser type and version
- Device information
- Website usage data
- Pages visited
- Date and time of access
- Referral sources

Information From Other Sources

We may receive information from:

- Event registration platforms
- Training partners
- Referral partners
- Professional networks
- Social media platforms where permitted

Cookies

Our website may use cookies to improve user experience, monitor website performance, and support website functionality.

You can control cookie settings through your browser preferences.

4. Purposes for Processing Your Personal Data

We use your personal information to:

- Deliver leadership training programmes
- Provide coaching and consultancy services
- Manage bookings and registrations
- Process payments
- Communicate programme information and updates
- Provide CPD certification where applicable
- Manage leadership retreats and events
- Improve our services
- Maintain business records
- Meet legal and regulatory obligations
- Send information about future programmes, services, resources, events, and leadership development opportunities where permitted

5. Legal Basis for Processing Personal Data

We process personal data under one or more of the following lawful bases:

Contractual Necessity

Processing is necessary to:

- Deliver training programmes
- Provide coaching services
- Deliver consultancy projects
- Manage retreat participation
- Fulfil contractual obligations

Consent

Where you have provided consent, including:

- Marketing communications
- Newsletter subscriptions
- Downloadable resources
- Event registrations

Legal Obligation

- Where processing is necessary to comply with legal requirements, including:
- Financial record keeping
- Tax obligations
- Regulatory requirements

Legitimate Interests

We may process information where it is necessary for our legitimate business interests and those interests do not override your rights and freedoms.

Examples include:

- Service improvement
- Business administration
- Customer support
- Programme evaluation
- Professional relationship management

6. Sharing Your Personal Data

We treat your personal information as confidential.

We may share information with:

- Professional associates delivering services on our behalf
- Event and retreat venues
- Accommodation providers (where required for event management)
- Payment processors
- Website and IT service providers
- CPD accreditation organisations where applicable
- Professional advisers
- Regulatory authorities where legally required

We will never sell your personal information to third parties.

7. How Long We Keep Your Personal Data

We will retain personal data only for as long as reasonably necessary to:

- Deliver services
- Meet contractual obligations
- Comply with legal requirements
- Resolve disputes
- Maintain appropriate business records

Retention periods will vary depending on the nature of the information and legal requirements.

8. Where We Store Your Personal Data

Your information is stored securely using appropriate technical and organisational measures.

These measures may include:

- Secure servers
- Password protection
- Encryption
- Access controls
- Secure cloud-based systems

While we take reasonable precautions, transmission of information over the internet cannot be guaranteed as completely secure.

9. Your Rights

Under UK GDPR, you have the right to:

Access

Request a copy of the personal data we hold about you.

Rectification

Request correction of inaccurate or incomplete information.

Erase

Request deletion of personal data where appropriate.

Restriction

Request limitation of processing in certain circumstances.

Data Portability

Request transfer of your personal data to another provider where applicable.

Objection

Object to processing based on legitimate interests or direct marketing.

Withdraw Consent

Withdraw consent at any time where processing is based on consent.

We will respond to requests in accordance with applicable data protection legislation.

10. International Transfers

Where personal data is transferred outside the United Kingdom, we will ensure appropriate safeguards are in place and that any transfer complies with applicable data protection laws.

11. Automated Decision Making

LP Leadership Training and Consultancy does not use automated decision-making or profiling that produces legal or similarly significant effects on individuals.

12. Further Processing

If we wish to use your personal information for a purpose not covered by this Privacy Policy, we will notify you before commencing the new processing activity and explain the relevant legal basis.

13. Changes to This Privacy Policy

We may update this Privacy Policy from time to time.

Any updates will be published on our website and become effective upon publication.

We encourage you to review this policy periodically.

14. How to Make a Complaint

If you have concerns about how we handle your personal information, please contact us first using the details provided above.

If you remain dissatisfied, you have the right to lodge a complaint with:

Information Commissioner's Office

Website: [Information Commissioner's Office](#)

Telephone: **0303 123 1113**

Address:

**Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
United Kingdom**

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