

Privacy Policy

Aligning Minds

Introduction

This Privacy Policy explains how Dr Kirsty Gregory, trading as Aligning Minds, collects, uses, and protects your personal information when you contact us through our website.

Who We Are

Data Controller: Dr Kirsty Gregory (sole trader trading as Aligning Minds)

What Personal Data We Collect

When you use our contact form, we collect the following information:

- Your full name
- Your email address
- Your phone number
- Your message or inquiry

Why We Collect This Information

We collect this information solely to respond to your inquiry or request. This is necessary for us to provide the service you are requesting and to communicate with you about your inquiry.

Legal Basis for Processing

Under UK GDPR, our legal basis for processing your information is **legitimate interest**. We have a legitimate interest in responding to your inquiry and communicating with you.

Who We Share Your Data With

Your data may be shared with the following third parties:

- **Google (via Gmail):** We use Gmail to send and receive emails. Google processes your contact information as a data processor. Google's Privacy Policy is available at <https://policies.google.com/privacy>
- **GoDaddy (Hosting Provider):** Our website is hosted by GoDaddy. Your data may be stored on GoDaddy's servers. GoDaddy's Privacy Policy is available at <https://www.godaddy.com/en-uk/legal/privacy>

How Long We Keep Your Data

We retain your personal data for as long as necessary to respond to your inquiry and for business record-keeping purposes. Typically, this is no longer than 2 years from the date we receive your inquiry, unless we have a legal obligation to retain it for longer.

Your Rights Under UK GDPR

You have the following rights in relation to your personal data:

- **Right of Access:** You can request a copy of the personal data we hold about you.
- **Right to Rectification:** You can ask us to correct any inaccurate or incomplete information.
- **Right to Erasure:** You can request deletion of your data (subject to certain conditions).

- **Right to Object:** You can object to our processing of your data.
- **Right to Data Portability:** You can request your data in a structured, commonly-used format.

Data Security

We take the security of your personal data seriously. We use appropriate technical and organisational measures to protect your data against unauthorised access, alteration, disclosure, or destruction. However, please note that no method of transmission over the internet is 100% secure.

Contact & Complaints

If you have any questions about this Privacy Policy or how we handle your personal data, or if you wish to exercise any of your rights, please contact us at:

Dr Kirsty Gregory

Admin@aligningminds.co.uk

Aligning Minds

You also have the right to lodge a complaint with the UK Information Commissioner's Office (ICO) if you believe we have breached your rights. Visit <https://ico.org.uk> for more information.

Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website with an updated effective date.

Effective Date: May 2026