

## CONFIDENTIALITY AND PRIVACY STATEMENT

1. As your Coach I will conduct all dealings with absolute dignity, respect, honesty, confidentiality, and as an equal. At all time Steppes Coaching abides by the Coaching Academy's Professional Codes of Ethics and will make a copy of this Code freely available to clients if they request
2. Steppes Coaching will treat all information discussed or written, whether it is business or personal with confidentiality. We will not divulge any part thereof to any third party, according to the data protection act 1974/1998 amendments (excluding the police or a legal body), unless written consent has been provided by the client.
3. Confidentiality will be only be breached by Steppes Coaching where information provided may put the client or others at risk of harm or compromise their well-being. Where such a situation occurs the coach reserves the right to terminate the coaching relationship. These situations rarely occur in coaching practices, and Steppes Coaching will make every effort to discuss the situation before taking any action.
4. In the case of dealings with the public and media (including professional presentations, and writing) Steppes Coaching will be careful to guard the confidentiality of their clients. Moreover, Steppes Coaching will disguise confidential information so that clients are not individually identifiable. The coach will only disclose confidential information if the client or legally authorized individual has given express written consent.
5. At all times Steppes Coaching will respect the confidentiality of clients unless required to by the law.

**Jane Baker**

**Tel: 01656 785895, Mob: 07970 824752**

**Email: [info@steppescoaching.co.uk](mailto:info@steppescoaching.co.uk)**