

Privacy Policy for yellowchair

Effective Date: 01/01/25

1. Who We Are

yellowchair (“we”, “us”, or “our”) is a training provider offering webinars and online learning experiences. We are committed to protecting your privacy and ensuring your personal data is handled securely and responsibly.

2. What Information We Collect

When you register for or attend one of our webinars, we may collect the following information:

- Full name
- Email address
- Job title and organisation (if applicable)
- Payment details (if applicable)
- Webinar attendance and participation data (e.g. chat messages, poll responses, Q&A contributions)
- Feedback or survey responses

3. How We Use Your Information

We use your information to:

- Register you for webinars and send confirmation/reminder emails
- Deliver webinar content and manage participation
- Provide customer support
- Send follow-up materials and feedback surveys
- Improve our services and content
- Comply with legal obligations

We will not sell or rent your personal data to third parties.

4. Legal Basis for Processing

We process your data based on:

- Your consent (e.g. when you opt in to receive updates)
- Contractual necessity (e.g. to deliver a webinar you registered for)
- Legal obligations
- Legitimate interests (e.g. improving our services)

5. Data Sharing

We may share your data with:

- Webinar hosting platforms (e.g. Zoom, Microsoft Teams)
- Payment processors (if applicable)
- Service providers who help us deliver our services

All third parties are required to handle your data securely and in accordance with data protection laws.

6. Data Retention

We retain your data only as long as necessary for the purposes outlined above or as required by law. Webinar recordings may be stored for a limited time and shared with participants.

7. Your Rights

You have the right to:

- Access the personal data we hold about you
- Request correction or deletion of your data
- Withdraw consent at any time
- Object to or restrict processing
- Lodge a complaint with the Information Commissioner's Office (ICO)


8. Cookies and Tracking

Our website and webinar platforms may use cookies or similar technologies to enhance your experience. You can manage your cookie preferences through your browser settings.

9. Contact Us

If you have any questions or concerns about this policy or your data, please contact us at:

 hello@yellowchaircoaching.com

 yellowchair, 45 Roundwood Lane, Harpenden, AL5 3BP