

Leading Beyond...



Privacy Policy

Leading Beyond Ltd

DOCUMENT INFORMATION	
Name of Document	Privacy Policy
Category	Policy
Purpose	Explains how Leading Beyond Ltd collects, uses, stores and protects personal information, and sets out individual rights under UK data protection law.
Audience	All (public-facing)
Issued by	Becky Travis-Booker, Director, Leading Beyond Ltd
Date Issued	08 September 2026
Next Review Date	08 September 2027
Document Author	Becky Travis-Booker
Document Status	Final

Version History

Version	Date	Author / Reviewer	Notes / Reason for Change
1	23/06/2025	Becky Travis-Booker	Original version published on the Leading Beyond website.
2	08/09/2026	Becky Travis-Booker	Revised into branded controlled document. Reframed as an information notice (removed implied consent by use of the website); added data controller identity and ICO registration; updated international transfers to the UK IDTA / UK Addendum and adequacy regulations; added data retention criteria, security detail (Microsoft 365 UK data residency and Cyber Essentials), and complaints routing to the ICO; standardised contact details to connect@leadingbeyond.co.uk; cross-referenced the Cookie Policy.

Document Status: This is a controlled document. The electronic version is the master copy. Any printed copies are uncontrolled.

Contents

1. Purpose and Scope	3
2. Who We Are	3
3. Information We Collect	3
3.1. Information You Provide	3
3.2. Information Collected Automatically.....	3
3.3. How We Collect Your Data	3
4. Why We Use Your Data.....	4
5. Lawful Bases for Processing.....	4
6. Sharing Your Data.....	4
7. Client Data	4
8. Data Retention.....	4
9. Your Rights	4
10. Complaints.....	5
11. Children's Data	5
12. Data Security.....	5
13. International Data Transfers.....	5
14. Cookies.....	5
15. Review and Changes.....	5
16. Contact Us.....	5

1. Purpose and Scope

This Privacy Policy explains how Leading Beyond Ltd ('we', 'us', 'our') collects, uses, stores and protects your personal information when you visit our website (www.leadingbeyond.co.uk) or engage our services. It also sets out your rights under UK data protection law, including the UK GDPR and the Data Protection Act 2018.

This is an information notice. It is provided so that you can understand what we do with your data and exercise your rights. It is not a contract, and you do not agree to anything simply by reading it or using our website.

This policy applies to:

- All visitors to our website.
- All clients, prospective clients and partners.
- All personal data we process in the course of our business.

2. Who We Are

Leading Beyond Ltd is the data controller responsible for your personal information. We are registered with the Information Commissioner's Office (ICO) as a data controller.

- Website: www.leadingbeyond.co.uk
- Email: connect@leadingbeyond.co.uk
- Telephone: 07356 226630
- Based in: Sheffield, United Kingdom
- ICO registration number: ZB917204
- Registered company number: 16352858
- Registered office: 14 Turnpike Croft, Grenoside, Sheffield, S35 8SB

3. Information We Collect

3.1. Information You Provide

- Name
- Email address
- Telephone number (optional)
- Business name and job title (where relevant)
- Any other information you choose to share with us

3.2. Information Collected Automatically

When you visit our website, and depending on the cookies you allow, we may collect:

- IP address
- Browser type and version
- Device type
- Pages visited
- Date and time of your visit
- Referral source

3.3. How We Collect Your Data

- Contact and enquiry forms
- Newsletter and email sign-ups
- Booking and scheduling tools
- Cookies and similar technologies

4. Why We Use Your Data

We use your personal data to:

- Respond to your enquiries and service requests.
- Deliver our services and consultations.
- Send updates, offers and newsletters, where you have given consent.
- Improve our website content and performance.
- Meet our legal and regulatory obligations.

5. Lawful Bases for Processing

We rely on the following lawful bases under the UK GDPR:

- Consent: for example, when you opt in to receive marketing emails. You can withdraw consent at any time by completed our [unsubscribe form](#).
- Contract: where processing is necessary to deliver a service you have requested.
- Legitimate interests: for example, understanding how our website is used so we can improve it, balanced against your rights and interests.
- Legal obligation: where we are required to process data to comply with the law.

6. Sharing Your Data

We do not sell your data. We may share it with trusted service providers who act on our behalf under written data processing agreements. These include:

- Our core IT and productivity platform (Microsoft 365, with UK data residency).
- Email and newsletter providers.
- Website analytics providers.
- Booking and scheduling tools.

We may also disclose data where we are required to do so by law.

7. Client Data

If you engage us for coaching, consultancy or other services, we may securely store records relating to your engagement, such as notes, session logs and correspondence. These are handled confidentially and in line with our data protection responsibilities.

8. Data Retention

We keep personal data only for as long as necessary for the purpose it was collected for, or to meet our legal and regulatory obligations. As a general guide:

- Enquiry and contact data: kept while we are in contact and for a reasonable period afterwards, then securely deleted.
- Client engagement records: kept for the duration of the engagement and for 6 years afterwards, in line with professional and legal requirements.
- Marketing data: kept until you unsubscribe or withdraw consent.

When data is no longer required, we securely delete or anonymise it.

9. Your Rights

Under UK data protection law you have the right to:

- Access the data we hold about you.
- Have inaccurate data corrected.
- Request erasure of your data, in certain circumstances.

- Restrict or object to certain types of processing.
- Request data portability.
- Withdraw consent at any time, where consent is the lawful basis.

To exercise any of these rights, please contact us at connect@leadingbeyond.co.uk. We will respond within one month.

10. Complaints

If you have a concern about how we handle your data, please contact us first at connect@leadingbeyond.co.uk so that we have the opportunity to put things right.

If you are not satisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO) at www.ico.org.uk or on 0303 123 1113.

11. Children's Data

Our services are not intended for individuals under 16, and we do not knowingly collect or store their data. If you believe we have done so in error, please contact us and we will delete it.

12. Data Security

We use appropriate technical and organisational measures to keep your data secure. Our systems run on Microsoft 365 with UK data residency, and we hold Cyber Essentials certification. While we take security seriously, no method of transmission over the internet is completely secure.

13. International Data Transfers

We aim to keep your data within the UK. Where data is transferred outside the UK, we ensure appropriate safeguards are in place, such as a UK International Data Transfer Agreement (IDTA), the UK Addendum to the EU Standard Contractual Clauses, or transfers to countries covered by UK adequacy regulations.

14. Cookies

Our website uses cookies and similar technologies. For full details of the cookies we use and how to manage your choices, please see our [Cookie Policy](#).

15. Review and Changes

We may update this policy from time to time. When we do, we will revise the issue and review dates recorded above. Becky Travis-Booker, Director, is responsible for initiating the review.

16. Contact Us

If you have any questions about this policy or how we handle your data, please contact us:

- Email: connect@leadingbeyond.co.uk
- Telephone: 07356 226630
- Post: Leading Beyond Ltd, 14 Turnpike Croft, Sheffield, United Kingdom