

Privacy Notice

Sophie Dyer – Thinking Partner

Last updated: January 2026

1. Introduction

This Privacy Notice explains how I collect, use, and protect personal data in the course of providing professional facilitation, thinking partnership, workshop, and DISC personality profiling services.

I am committed to handling personal data responsibly and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who I am

I am **Sophie Dyer**, trading as **Sophie Dyer – Thinking Partner**, a sole trader based in England.

Contact details:

Email: sophie@sophiedyer-thinkingpartner.com

I am the **data controller** for the personal data described in this notice.

3. What personal data I collect

Depending on the nature of the work, I may collect and process the following types of personal data:

a) Business contact information

- Name
- Job title
- Business name
- Email address
- Phone number

b) Engagement and communication data

- Information shared in emails, meetings, or workshops

- Notes taken during sessions where relevant to the work

c) DISC personality profiling data (where applicable)

- Assessment responses
- DISC profile reports and outputs

DISC data is typically self-reported and relates to behavioural preferences and communication styles.

I do **not** intentionally collect special category data (such as health, medical, or clinical information).

4. How I use personal data

I use personal data only where necessary to:

- Deliver agreed services
- Communicate with clients and participants
- Facilitate workshops, thinking partnership sessions, and DISC feedback
- Issue invoices and manage payments
- Meet legal and regulatory obligations

DISC data is used **solely for development, communication, and facilitation purposes**, in line with the scope agreed with the client.

5. Lawful basis for processing

Under UK GDPR, I rely on the following lawful bases:

- **Contract** – where processing is necessary to deliver agreed services
- **Legitimate interests** – to run my business and deliver professional services
- **Consent** – where required, particularly in relation to DISC profiling participation

Participants may withdraw consent for DISC profiling at any time prior to completion.

6. How DISC data is handled

Where DISC personality profiling is provided:

- Data is processed only for the purpose of delivering the agreed DISC service
- Individual reports are shared only as agreed with the client organisation

- DISC results are not used for diagnosis, assessment of competence, or employment decisions

I am not responsible for how a client organisation applies DISC insights beyond the facilitated sessions provided.

7. Sharing personal data

I do not sell personal data.

Personal data may be shared only where necessary, for example:

- With licensed DISC assessment providers
- With professional advisers (e.g. accountant) where legally required

Any third parties used are required to handle data securely and lawfully.

8. Data storage and retention

Personal data is stored securely using appropriate technical and organisational measures.

I retain personal data only for as long as necessary:

- Business contact and engagement data is retained for a reasonable period after the end of the engagement
- DISC assessment data is retained only for as long as required to deliver the service, unless otherwise agreed

Data is securely deleted when no longer needed.

9. Your rights

Under UK GDPR, individuals have the right to:

- Access their personal data
- Request correction of inaccurate data
- Request deletion of data (where applicable)
- Object to or restrict processing
- Withdraw consent (where consent is the lawful basis)

Requests can be made by emailing:

sophie@sophiedyer-thinkingpartner.com

10. Cookies and website data

If you use my website, basic technical data (such as IP address or browser type) may be collected through standard website analytics.

Full details will be provided via a cookie notice where applicable.

11. Changes to this Privacy Notice

I may update this Privacy Notice from time to time.

The most current version will always be available on my website.

12. Contact and complaints

If you have any questions or concerns about how your data is handled, please contact me first.

You also have the right to raise a concern with the **Information Commissioner's Office (ICO)**, the UK's data protection authority.
