

Privacy Notice

Last updated: 10th June 2026

1. Who I am

I am **Helen Varley**, a self-employed career professional operating as a sole trader.

You can contact me at:

- helen@hvcareers.co.uk
- 07462 407 176
- www.hvcareers.co.uk

I am the data controller for the personal information I collect and use in connection with my career support services. This means I decide what information I collect, why, and how it is handled.

2. What this notice covers

This notice explains what personal information I collect when you use my services, get in touch with me, or book a session, and what I do with it.

3. What information I collect

When you contact me or work with me, I may collect:

- Your name and contact details (email address, phone number, postal address)
- Information to do with booking and scheduling
- Information shared by email or during our meetings that relates to your career situation and our work together
- Documents you share, such as your CV or other career-related materials
- Feedback you share about us working together

I do not collect sensitive personal data such as health information or anything unrelated to your career work with me.


4. How I use your information

I use your information to:

- Respond to your enquiries and communicate with you about our sessions
- Schedule, manage, prepare for and deliver our sessions
- Prepare feedback, e.g. on career-related materials
- Keep records of our work together so I can support you effectively across multiple sessions
- Send invoices and manage payments for my services

I occasionally use anonymised feedback from clients as testimonials on promotional materials, such as my website. No identifying details are ever included. I will always ask your permission before doing so.

I do not use your information for marketing purposes or share it with third parties for commercial gain.

A large, light-colored starburst graphic is positioned in the bottom right corner of the page, partially overlapping the text.

5. My legal basis for using your information

Under UK GDPR, I need a lawful reason to use your personal data. Here are the relevant reasons:

Contract: Processing your information is necessary to deliver the career support services you have engaged me for.

Legitimate interests: I have a legitimate interest in maintaining records of our work together to provide you with a consistent, high-quality service.

Legal obligation: I am required by HMRC to retain invoices (which must include your name and address).

Legal claims: I retain certain records, including email correspondence, contact details, and documents I have worked on, to enable me to defend potential legal claims if needed.

6. Session notes

I keep notes to help me support you across sessions. These notes focus on your career thinking, goals, and any themes or threads we are exploring together. To protect your privacy:

- Your notes are identified only by your initials, rather than your full name or any other identifying details
- They are stored securely and accessed only by me
- They are not shared with anyone else

7. Confidentiality

The content of our sessions is confidential. I will not share information about you with anyone else, except in the following circumstances:

Your safety or the safety of others: If I have serious concerns about your safety or that of someone else, I may need to contact emergency services or another appropriate person. In that situation I would share whatever information is necessary – which could include your name, contact details, or address – to get you or someone else the right help. Where it is safe and appropriate to do so, I will aim to discuss this with you before taking any action.

Legal disclosure: If I am required to disclose information by law.

Professional supervision: I engage in regular professional 'supervision' to support the quality of my work. This may involve discussing client cases in anonymised form. No identifying details like your name, employer, or job title would be included. This practice is common for CDI-registered practitioners, to support professional development and wellbeing, and is in your interests as a client.

8. Who I share your information with

I do not sell, rent, or share your personal information with other individuals or organisations for their own purposes.

I use the following third-party tools and services, which may hold or process your personal data on my behalf:

- Google Workspace (Google LLC, USA), for email (Gmail) and file storage (Google Drive)
- Calendly (Calendly LLC, USA), for session scheduling and booking
- Microsoft 365 (Microsoft Corporation, USA), for document editing (Word) and file storage (OneDrive)

Google, Calendly and Microsoft are based in the United States. Transfers of your data to these providers are covered by Standard Contractual Clauses and the UK Addendum, which are legally recognised safeguards under UK GDPR. These agreements are incorporated automatically into the terms of service for both providers – there is nothing additional you or I need to sign.

9. How long I keep your information

I apply different retention periods depending on the type of information:

- **Session notes:** six months from our last session.
- **CVs and documents shared for context only (i.e. where I have not worked on, edited or annotated them):** six months from our last session.
- **Invoices:** five years after the Self Assessment deadline for the relevant tax year. Please note, this could be almost seven years after our last session.
- **Email correspondence, contact details, and documents I have worked on, annotated, or given feedback on:** six years after our last session. Six years is the standard limitation period for civil claims in England and Wales.

After these periods have elapsed, I delete or securely destroy your information unless we have agreed to extend the retention period.

10. Your rights

Under UK GDPR, you have the right to:

- Access the personal information I hold about you
- Ask me to correct any inaccurate information
- Ask me to delete your information (in certain circumstances)
- Object to or restrict how I use your information
- Request a copy of your information in a portable format

To exercise any of these rights, please contact me at the email address in Section 1. I will respond within one month.

11. Complaints

If you have a concern about how I handle your personal information, please contact me in the first instance and I will do my best to resolve it.

You also have the right to lodge a complaint with the UK's data protection regulator:

Information Commissioner's Office (ICO)

- Website: www.ico.org.uk
- Helpline: 0303 123 1113

12. Changes to this notice

I may update this notice from time to time and will review it annually. The most current version will always be available on my website, and I will let clients know if I make any significant changes that affect how their information is used.

Questions? Get in touch: helen@hvcareers.co.uk