

Privacy Statement

UZIMA LIFE

Last updated: 19 October 2026

1. Who we are

Uzima Life is the independent professional practice of Simone Rave, based in Belgium, offering individual coaching, leadership, team and organisational development, Circles, workshops, training programmes and retreats.

We respect your privacy and are committed to protecting your personal data in accordance with the European General Data Protection Regulation (GDPR) and applicable Belgian legislation.

Simone Rave, operating professionally as Uzima Life, is responsible for the processing of personal data described in this statement.

Contact details

Website: <https://www.uzimalife.com>

Email: info@uzimalife.com

Enterprise number: 0804 855 916

Registered professional address: Rue du Mail 10, 1050 Ixelles.

2. Personal information we collect

We collect only the personal information reasonably necessary to organise and deliver our professional services.

Depending on your interaction with Uzima Life, this may include:

- Your name, email address and telephone number.
- Relevant professional or organisational information.
- Information necessary for appointments, registrations and participation in activities.
- Billing and payment information required for administration and accounting.
- Information you voluntarily provide when contacting us.

We do not seek to collect sensitive personal information through our website or online booking systems.

3. Why we use your personal information

We use personal information for the following purposes and on the corresponding legal bases:

- **Responding to enquiries:** based on our legitimate interests in responding to enquiries or taking steps at your request before entering into an agreement.
- **Managing bookings and registrations:** based on taking steps at your request before entering into an agreement or performing an agreement.
- **Providing coaching, training and other services:** based on performing an agreement.
- **Managing payments and administration:** based on performing an agreement and complying with applicable legal obligations.
- **Providing information about future activities:** based on your consent where required by applicable law.

Contact and booking details are necessary to organise requested appointments and activities. Without them, we may not be able to process a booking or registration.

We do not use your personal information for unrelated purposes without an appropriate legal basis.

4. Professional ethics and confidentiality

As an EMCC-accredited coach, I adhere to the Global Code of Ethics for Coaches, Mentors and Supervisors (<https://www.globalcodeofethics.org/>).

Confidentiality, trust and respect for personal integrity are fundamental to my professional practice.

Information shared during individual coaching and development sessions is treated as strictly confidential, in accordance with professional ethical standards and applicable legal requirements.

Where coaching or development services are provided in an organisational context, arrangements concerning confidentiality and any reporting to the commissioning organisation are clarified in advance.

For group activities, participants are encouraged to respect the confidentiality of personal information shared by others.

Where special-category personal data are processed, the additional conditions and safeguards required by the GDPR apply.

5. Sharing personal information

We do not sell your personal information.

Personal information may be processed by trusted service providers where necessary for the organisation and delivery of our activities.

These include:

- JouwWeb, for website hosting, website functionality and related services.
- Acuity Scheduling (Squarespace), where used for appointment bookings and registrations.
- Email and calendar service providers.
- Payment and accounting service providers, where applicable.

We share only the information necessary for the relevant purpose and use appropriate data protection arrangements with service providers where required.

Some providers may process information outside the European Economic Area. Where this occurs, transfers are subject to applicable legal safeguards, including European Commission adequacy decisions or Standard Contractual Clauses, as appropriate.

Information about applicable safeguards may be requested using the contact details above. Further information on Acuity's arrangements is available in Squarespace's Data Processing Addendum (<https://www.squarespace.com/dpa>).

6. How long we retain personal information

We retain personal information only for as long as necessary for the purposes for which it was collected.

Our standard retention periods are:

- **General enquiries:** up to 12 months after the last meaningful contact, where no further professional relationship develops.
- **Appointment and programme registrations:** up to 24 months following the final appointment or activity, unless longer retention is necessary for a legal obligation or the establishment, exercise or defence of legal claims.
- **Financial and accounting records:** 10 years, calculated in accordance with applicable Belgian legal requirements.
- **Newsletter subscriptions, where applicable:** until you unsubscribe or withdraw your consent, subject to retaining limited information where necessary to respect your communication preferences.

We do not maintain separate electronic files of personal coaching reflections.

When personal data are no longer necessary, they are deleted or anonymised, unless continued retention is required or permitted by law.

7. Cookies and website information

Our website is hosted by JouwWeb and uses technical and functional cookies necessary for its operation and security.

We do not currently use Google Analytics or install additional tracking code through our website's global settings.

Our website provider may process technical information, including IP addresses, for security, maintenance and troubleshooting purposes.

If we introduce analytics, booking widgets or other services that use non-essential cookies, we will update this statement and obtain visitors' consent where legally required.

8. Your rights

Under the GDPR, you have the right, subject to applicable legal conditions, to:

- Access the personal information we hold about you.
- Request correction of inaccurate information.
- Request deletion of your personal information.
- Request restriction of processing.
- Object to certain processing activities.
- Request data portability where applicable.
- Withdraw consent where processing is based on consent.

To exercise these rights, please contact us using the email address provided above.

We respond to requests without undue delay, normally within one month, subject to extensions permitted by law.

Where necessary, we may request reasonable information to verify your identity.

9. Data security

Uzima Life takes appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, disclosure or alteration.

Access to personal information is limited to what is necessary for managing and delivering our professional activities.

We use appropriate confidentiality practices and seek to work with service providers offering suitable data protection and security safeguards.

10. Automated decision-making

Uzima Life does not use solely automated decision-making, including profiling, that produces legal or similarly significant effects concerning individuals.

Automated booking confirmations and appointment reminders are used for administrative purposes only.

11. Children's personal data

Our services are primarily intended for adults.

Where activities involve minors, appropriate safeguards are applied and parental or guardian authorisation is obtained where legally required.

We do not knowingly collect children's personal information in circumstances where such collection would be unlawful.

12. Questions or complaints

If you have questions or concerns about how we handle your personal information, please contact us directly.

You also have the right to lodge a complaint with the Belgian Data Protection Authority:

Gegevensbeschermingsautoriteit / Autorité de protection des données

Website: <https://www.dataprotectionauthority.be>

13. Changes to this privacy statement

We may update this privacy statement to reflect changes in our activities, services or legal requirements.

The latest version will be available on our website, indicating the date of its most recent update.