

PRIVACY POLICY

General Data Protection Regulations (GDPR)

For the purposes of continuing business after GDPR becomes effective on 25th May 2018, there are a number of aspects that I need to make you aware of:-

Processing personal data

- During our consultation I will record information to assist me in deciding the most appropriate approach to your treatment.
- I will retain your records for 10 years to comply with my professional insurance requirements.
- I am the sole controller and processor of your data. I do not share your data; the only exceptions being for a specific reason with express consent from you.
- The records are stored securely away from the business premises in non-electronic form.
- After the 10 years has expired I will destroy records relating to lapsed clients by means of shredding.
- Within the data I have your telephone and/or e-mail address as contact details. I will not use those for general marketing purposes e.g. a monthly newsletter. There may be occasional specific contact often as a result of discussion in a therapy session.

Your rights and your personal data

At any time you may request that changes are made to your contact details.

Unless subject to an exemption under the GDPR, you have rights with respect to your personal data:-

- The right to request a copy of your personal data which I hold about you.
- The right to request that I correct any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary for me to retain such data.
- The right to withdraw your consent to the processing at any time. This right does not apply where I am processing information using a lawful purpose other than consent.