

Polly Watson Therapy

Privacy Notice

This notice explains what information I collect, when I collect it and how I use this. During the course of our activities, I will process personal data (which may be held on paper, electronically, or otherwise) about you and I recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who am I?

Polly Watson Therapy takes the issue of security and data protection very seriously and strictly adhere to guidelines published in the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25th May 2018, together with any domestic laws subsequently enacted.

Our Data Protection Officer is Polly Watson

Any questions relating to this notice and our privacy practices should be sent to

Telephone

07379555828

Email

pollywatsontherapy@gmail.com

How I collect information from you and what information I collect

I collect information about you from yourself personally:-

- Name and contact details
- Address
- Date of birth
- Health information (including dietary requirements, allergies and health conditions)
- Records of meetings and decisions

I **may** also collect in the course of our sessions together:-

- Political opinions
- Religious or philosophical beliefs
- Health information
- Sex life information
- Sexual orientation information

Why I need this information about you and how it will be used

I collect your personal contact information in order to be able to contact you in the case of me being unable to attend a session and in order to comply with anti terrorism and serious crime acts. I collect your GP records and emergency contact name and phone number encase their is a risk of harm to yourself or others and I need to inform someone- please refer to the contract separately regarding confidentiality. I collect may collect the information regarding your sexuality, gender, political opinion, race or anything else during sessions if relevant to the work we do together. You are under no obligation to provide this but if you do it will treated with the same recourse as the other data.

The lawful bases for collecting or using personal information to provide services and goods are:

- Consent
- Contract
- Legal obligation
- Vital interests
- Public task

Sharing of Your Information

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The information you provide to us will be treated by me as confidential. We may disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- Emergency services (where necessary)
- To carry out due diligence to you as a client, such as informing the GP of any concerns (I would endeavour to discuss this with you first if possible)
- If you are unable to make payments under our contract, your information may be disclosed to any relevant party assisting in the recovery of this debt or the tracing of you.

Unless required to do so by law, We will not otherwise share, sell or distribute any of the information you provide to me/ us without your consent.

Transfers outside the UK and Europe

Your information will only be stored within the UK and EEA

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe.

- Kept on a removable hard drive which is kept securely in a locked building.
- Paper copies are filed and stored in a filing cabinet which are kept securely in a locked office.

How long we will keep your information

We review my data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (We may be legally required to hold some types of information), or as set out in any relevant contract I have with you.

Your Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

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You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

If you would like to exercise any of your rights above please contact me at pollywatsontherapy@gmail.com

How to complain

Should you wish to complain about the use of your information, I would ask that you contact me to resolve this matter in the first instance. You also have the right to complain to the Information

Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

England:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk

Wales:

Information Commissioner's Office
2nd floor, Churchill House
Churchill way, Cardiff, CF10 2HH
Telephone: 029 2067 8400
Email: wales@ico.org.uk

Scotland:

The Information Commissioner's Office –
Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0131 244 9001
Email: Scotland@ico.org.uk

Northern Ireland:

Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast, BT7 2JB
Telephone: 028 9027 8757
Email: ni@ico.org.uk

The accuracy of your information is important to me - please help us keep our records updated by informing us of any changes to your email address and other contact details.