
PRIVACY POLICY

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. How do I process your personal data?

I comply with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access, and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

I use your personal data for the following purposes: -

- To enable us to provide a therapeutic counselling service.
- To administer my records and services

3. Sharing your personal data

Your personal data will be treated as strictly confidential. There are some exceptions to this when there is safeguarding concerns.

4. How long do I keep your personal data?

I will keep personal information only as long as is necessary and in line with our data retention schedule. We may retain client notes for a maximum of six years, in line with (NCH) National Council for Hypnotherapy recommendations. After this time these will be securely shredded. We will regularly review our data retention schedule to ensure that data is not kept for longer than is necessary.

5. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following 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- The right to request that I correct any personal data if it is found to be inaccurate or out of date.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 that your personal data is erased where it is no longer necessary for Global Hypnotherapy to retain such data.
- The right to withdraw your consent to the processing at any time (where applicable)
- The right to request that the data controller provide you with your personal data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data
- The right to lodge a complaint with the Information Commissioner's Office

File: GDPR/Privacy notice

6. Your right to complain

If you wish to complain about the way that your personal data has been handled by me, you should write to me The Data Protection Officer and clearly outline your case. Your complaint will then be investigated in accordance with our complaint's procedure. If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below.

Contact Details

To exercise all relevant rights, queries or complaints Please contact The Data Controller, myself Jon Rowe at Global Hypnotherapy, 32 Clifton place north hill Plymouth PL4 8HY.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

If you are happy with the way your personal information is being collected, stored, and used please sign below. Thank you.

Clients Signature

Date.....

File: GDPR/Privacy notice

Tel: 07894880013 | Web: globalhypnotherapy.co.uk | Email: plymouthcounselling123@gmail.com

32, Clifton Place North Hill Plymouth Devon PL4 8HY