

## **GDPR Privacy Notice**

### **Your personal informations – General Data Protection Regulation (GDPR)**

**Therapist name** – Petra Nash

#### **Contact details**

**Mobil number-** 07703392722 or 07399749757

**Email address-** [p.nash@outlook.com](mailto:p.nash@outlook.com)

**Address-** 13 Stearman Walk , Lobley's Drive , Coopers Edge, Brockworth, Gloucester GL3 4FL

**Data controller contact details-** as above

#### **The purpose of processing Client Data**

In order to give professional Reflexology and Reiki treatments , I will need to gather and retain potentially sensitive informations about your health . I will only use this informations for informing Reflexology/Reiki /any future treatments and associated recommendations concerning aspects of health and wellbeing which I will offer to you .

#### **What information I collect and what I do with it**

- Your contact details- name, address, email, phone number
- Your medical history and other health related informations ( which I will take from you at first consultation)
- Treatment details and related notes

I will **NOT** share your information with anyone else ( other then within my own practice, or as required for legal process ) without explanation why it is necessary and getting your consent.

#### **Lawful Basis for holding and using Client's information**

As a full member of Association of Reflexologists (AoR) I abide by their Code of Practice and Ethics . The lawful basis under which I use your information is – my legitimate interest i.e.my requirement to retain the information in order to provide you with the best possible treatment options and advise.

My requirement to hold your information for the following legal reasons – a) 'claims occurring' insurance b) law regarding children's records

As I hold special category data ( health related informations ) , the Additional Condition under which I hold and use the information is – for me to fulfill my role as a health care practitioner bound under the AoR Confidentiality as defined in the AoR code of Practice and Ethics.

## **Protecting Your Personal Data**

I'm committed to ensuring that your personal data is secure and I put in place appropriate technical, physical and managerial procedures to safeguard and secure the information I collect from you while preventing unauthorised access or disclosure.

I will contact you using the contact preferences you give me in relation of your appointment times ,Reflexology/ Reiki information or information related to your health, special offers and promotions ( you may unsubscribe from this any time)

## **How long I retain your information for**

I will keep the information for the following periods- 7 years after last treatment ( for 'claims occurring' insurance )

Law regarding children's records – record to be kept until child is 25 or if 17 when treated then 26 .

## **Your rights – GDPR gives you the following rights**

- The right to be informed- to know how your information will be held and used – this notice
- The right of access- to see your therapist records of your personal information
- The right to rectification – to make changes to your personal information if it's incorrect or incomplete
- The right to erasure – for you to request your therapist to erase any information they hold about you
- The right to restrict processing of personal data
- The right to object – to be able to tell your therapist you don't want them to use certain parts of your information, or only use for certain purposes
- Rights in relation to automated decision making and profiling
- The right to place a complaint with the Information Commissioner's Office  
[www.ico.org.uk](http://www.ico.org.uk)

## **Therapist's rights**

- If you don't agree to your therapist keeping records of informations about you and your treatments, or if you don't allow them to use the information in the way they need to for treatment, the therapist may be not able to treat you
- The therapist has to keep your records of treatment for certain period of time , which may mean that even if you ask them to erase any details about you ,they may have to keep these details until after that period passed
- Your therapist can move their records between their computer and IT system , as long as your details are protected from being seen by other without your permission.

**Hippie Sole Reflexology & Reiki** is ICO registered ,from effective date 19/12/2024

