



## **Privacy Policy, your Data & how we use it.**

In accordance with GDPR (General Data Protection Regulations) coming into effect on 25<sup>th</sup> May, 2018, we aim to be totally transparent with you about the Data we hold, why we hold it and how we got it.

We hold information that you have personally given to us. This may be on completion of a consultation form or at an event we met you at. Consultation cards are an industry requirement. We ask information about you and your medical history in order that we can comply with the terms of our insurance as therapists. Any data you give is for our own use and is never shared with any third party. Your record card is placed in its own file and stored away safely, not in public view. Your medical information and treatment history is kept in paper form and is not transferred to any computer devices.

Your telephone number is stored on the secure iCloud on our work iPhone which is password protected. This information is stored here to enable us to reach you quickly in the event of an emergency. Your name and email address and in some cases your birth date is stored within Mailchimp if you receive our newsletter. You can update your preferences any time in Mailchimp. Your name, email address and purchase history is stored on our cloud based accountancy software, Quickbooks.

We are required by law to keep your information for 7 years to comply with HMRC regulations and that of our insurers. If you wish to complain about how you feel we handle your data, you may do so by contacting the ICO directly.

You have rights relating to what Data we keep and you may request to see the data we keep for you at any time. You may opt out of our mailing by unsubscribing from our Mailchimp newsletter at any time.

Should you wish to view the information we hold, you can request in writing to Louise Tilden, Data Controller. We have 1 month to produce this for you.

We do not have a policy relating to children within the GDPR as we do not welcome Children as clients at The Garden Room.

Your data is kept safe and not shared. If we were to suffer any data breach, you would be informed immediately and we would notify the ICO of said breach.

We are a low risk organisation not deploying new technology, not conducting profiling operations nor large scale data processing. We therefore do not require a DPIA (Data Protection Impact Assessment).

Our Data Controller is Louise Tilden The Garden Room, 113 South Road, Taunton. TA1 3EA .UK

We are not required to document a lead data protection supervisory authority as we do not operate in more than one EU state.

## **Mailchimp – Our newsletter**

If you don't want to receive any more Mailchimp emails from us, then please click to unsubscribe instantly from our list at the bottom of your last email.

You won't need to do anything else, it's all automatic.

If you don't mind receiving our emails, then **do nothing**, but remember you can unsubscribe or update your preferences at any time.