JANE NEEDHAM THERAPIES

DATA PROTECTION – PRIVACY NOTICE

This Privacy Notice sets out how Jane Needham Therapies obtains, uses and protects any personal information that you provide to me, or that is otherwise obtained or generated by me, which relates to you or any individual connected with you.

This Privacy Notice is effective from the 25th May 2018.

When you, or any of your dependants or relatives provides me with your personal information, I will process that information as outlined in this Privacy Notice.

The Data Controller of your personal information is Jane Needham a self-employed Psychotherapeutic Counsellor, Hypnotherapist, EFT Practitioner and Reiki Master, working from 9 School Green Lane, North Weald, Essex CM16 6EH.

Information that I may collect about you

The personal information that I may collect and hold about you identifies you as a living individual. Other information that I may collect and hold, is done solely for the purpose of enabling me to assess and identify what I consider to be the most appropriate therapy that I can give you. As a consequence, I may hold any or all of the following personal information about you:

- Personal details such as your name, gender, age, date of birth, email address, postal address, landline and / or mobile number,

- Notes pertaining to your physical and or mental health. Details of all previous and current medication, and current GP's contact details. Details of past or current substance and / or alcohol abuse, or addictions,

- Family, lifestyle and social circumstances, such as details about current marriage and partnerships and marital history, details of family and dependents.

How do I collect personal information about you?

I will collect some information when you initially contact me and agree to an initial consultation. Further information would be obtained at the initial consultation and subsequent sessions held.

What is the lawful basis for me holding and using your information?

The contact information that you provide me will enable me to communicate with you, for example, in order to arrange appointments, or share information with you, applicable to your therapy.

The other information that you provide to me will enable me to determine what I consider to be the most appropriate way of helping you. This type of information can be regarded as 'Sensitive Information'. By providing such information, you consent to its collection and use.

As a requirement of the professional bodies of which I am a member, I am required to meet regularly with a qualified supervisor, in respect of the work I undertake for clients for both hypnotherapy and counselling. During such meetings, a discussion of the work that I am performing in respect of clients that I am currently helping takes place and comments and advice are offered by the supervisor. The identity of any client discussed is never disclosed.

On occasions, I may consider it to be necessary to contact a client's GP or another health practitioner. This would only be done if considered to be in the client's interest and safety. The client would also be encouraged to see their General Practitioner as soon as possible.

How long do I retain your records?

I will hold your records for a period of 7 Years after you have stopped seeing me. In the case of a minor, the information will be held for a period of 7 years after they reach the age of 18.

With whom may I share your records?

The persons with whom, and the circumstances in which I would share your information, are stated above.

Your rights regarding the personal information that you provide to me

You have the right:

- to withdraw your consent to the processing of your Sensitive Information, to the extent it is processed on the basis of your consent (as set out above)

- to request information regarding the processing of your personal information, including to be provided with a copy of your personal information

- to request the correction and/or removal of your personal information, or object to the processing of your personal information

- to request to obtain and reuse your personal information for you own purposes across different services, and

- to complain to the data protection authority, or to a court of law, if you believe that your data protection rights have been violated. You may be entitled to claim compensation for damages or distress incurred or suffered in consequence of unlawful processing of your personal information.

If you would like access to the information that I hold about you, if any of the information I hold about you is inaccurate or out of date, or if you object to me processing it, please let me know by emailing me at jneedhamtherapies@btinternet.com.

What if you do not provide me with your personal information?

If you do not provide me with personal information that I may need to comply with my professional or contractual obligations, or you refuse, or subsequently withdraw, your consent to your Sensitive Information being processed, transferred or disclosed in accordance with the above, I may not be able to offer you the help which, in my opinion, I consider would be most beneficial to you.

Keeping your information safe

Once I have received your information, I will use reasonable procedures to try to prevent unauthorised access to it.

Changes to the Privacy Notice

This Privacy Notice may be updated from time to time. Any substantive changes made to it in future will be notified to you and will become effective 5 days after the date of the notice.

Contact details

If you have any questions, comments or requests regarding any aspect of this Privacy Notice, please do not hesitate to contact me at:

Jane Needham Therapies   : Phone : 07757510448

                                     : Email   : jneedhamtherapies@btinternet.com

"I confirm that I have read the contents of this Privacy Notice and I provide my consent to my data being held in the manner described in this Notice. "

Signed   …………………………………………….   Dated   …………………………………………………