

## **PRIVACY POLICY**

This is Purbeck Holistic Therapy's privacy policy and we are located at 118 Kings Road West, Swanage, Dorset BH19 1HS and you can email us at [karen@purbeckholistictherapy.com](mailto:karen@purbeckholistictherapy.com). This privacy policy explains how we use any personal information we collect about you and why we collect it.

### **What information do we need?**

We need your contact details: name, phone number, address, postcode and email address. We will also need information about your age and health in order for treatment to go ahead.

### **Why do we need it, how will we use it and how long will we retain it?**

We need all the details above in order to ensure that it is safe for us to provide the treatments you may ask for and also for insurance purposes. We will store your information for seven years after the date of your treatment. Our lawful basis for processing this personal information is 'contract'. This means that we have a legal reason to ask you for your data because we need it for contractual reasons. You do not have to share your personal data with us but if you do not, we cannot offer you a treatment with Purbeck Holistic Therapy.

### **Marketing**

We would also like to send you information about the services we offer using the information you have shared with us, but you do not have to agree to this for treatment to go ahead. If you agree to being contacted, please tick below to give your consent. You may withdraw this consent at any time by emailing us at [karen@purbeckholistictherapy.com](mailto:karen@purbeckholistictherapy.com) or calling us on 07745597134.

Post ( )      Email ( )      Phone ( )      SMS ( )

### **Will we share your information?**

We will not share your information with anyone outside of Purbeck Holistic Therapy without your consent i.e. referrals to other therapists.

### **Who can I complain to if I feel you are not handling my data correctly?**

Please contact us if you have any questions about this privacy policy or the information we hold on you. If you believe we are not handling your data correctly you have a right to make a complaint to us. If you are unhappy with our response you should then contact the ICO (independent commissioner's office) by contacting them or using the following web page <https://ico.org.uk/concerns/>.

Client signature..... Date.....