

Inner Peace Therapy Privacy Policy

My contact details

Name: Inner Peace Therapy

Phone Number: 07939 169183

E-mail: jodie@innerpeacetherapy.uk

The type of personal information I collect

I currently collect and process the following information:

- Name, address, telephone number, email address
- Next of kin
- GP information
- Session notes

How I collect the personal information and why I have it

Most of the personal information I process is provided to us directly by you for one of the following reasons:

- To contact you regarding sessions, send you session links
- Next of kin information is collected in case I feel your safety is at risk, I will always speak to you before contacting
- GP information is collected in case I feel I need to contact them for safety reasons. I will always speak to you before contacting them
- Session notes are kept as per BACP guidelines and insurance purposes

I use the information that you have given me in order to:

- Stay in touch with you
- Ensure your safety
- To keep a brief record of what was discussed during our sessions

I may share this information with your GP or your next of kin but only once I have spoken to you.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting jodie@innerpeacetherapy.uk

(b) I have a contractual obligation

(c) I have a legal obligation

(d) I have a vital interest

How I store your personal information

Your information is securely stored. Your contract is stored in a secure locked filing cabinet. Your notes are stored in a secure locked filing cabinet, separately from your contract and are anonymised using a numbering system. They are not in any way linked to your contract.

I keep contract information and notes for 5 years as stipulated by my insurance company. I will then dispose your information by confidentially shredding paper and permanently deleting any digital copies.

Text messages will be deleted after 2 months, important information will be saved securely, deleted from my phone and stored as an email file which will then be deleted at the same time as your contract and notes.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask me for copies of your personal information.

Your right to rectification - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

Your right to erasure - You have the right to ask me to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at jodie@innerpeacetherapy.uk if you wish to make a request.

How to complain

If you have any concerns about my use of your personal information, you can make a complaint to me at jodie@innerpeacetherapy.uk

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>