



## PRIVACY POLICY

I am compliant with the GDPR regulations.

All personal details I receive from clients have been given with their explicit consent. Consent is assumed when clients email me from identifiable email addresses. No client data is captured through my website.

Client correspondence on my computer is password protected, and entirely deleted when no longer of use. I take all reasonable steps to ensure the security of my computer.

Telephone contacts, calls and texts, are made from my mobile phone to which only I have access. Clients when saved as contacts are non-identifiable.

Records of appointments in my diary are also non-identifiable.

Printed contracts are signed by clients, these contain basic contact details, and the giving of home addresses is optional. The contracts are kept in a locked security box at my home and destroyed a year after our work together is finished.

Any process notes I may keep are non-identifiable and kept separately from the contracts.

Clients have the right to request access to any records kept about them and to ask for them to be destroyed.

Client data is never shared with third parties. The only exception to this is my supervisor, with whom non-identifiable information/process notes may be shared, and this relationship is also subject to strict confidentiality.

If there are any changes to the privacy policy, I will make site users and clients fully aware

of changes.