

# **Sarah Richardson Reflexology**

## **General Data Protection Regulation Act (GDPR) Compliance Statement**

GDPR (implemented by DPA2018 in the UK) brought in new legal protection for personal information from May 2018. This tells you what personal information I hold and why and what your rights are.

Therapist's Name/Identity:	Sarah Jane Magee
Therapist's Contact Details:	Telephone No: 07800734308
Email address:	sarahrichardson.reflexology@gmail.co.uk
Website Address:	www.sarahrichardsonreflexology.co.uk
Address:	Woolston, Southampton SO19 9FQ
Data Controller:	Sarah Jane Magee

### **The Purpose of processing Client Data**

In order to give professional reflexology and holistic treatments, I will need to gather and retain potentially sensitive information about your health. I will only use this information in order to conduct treatments and associated recommendations concerning aspects of your health and wellbeing.

### **Lawful Basis for holding and using Client Information**

As a full member of the Association of Reflexologists, I abide by the AoR Code of Practice and Ethics. The lawful basis under which I hold and use your information is my legitimate interests i.e. my requirement to retain the information in order to provide you with the best possible treatment options and advice. As I hold special category data (i.e., health related information), the Additional Condition under which I hold and use this information is for me to fulfil my role as a holistic therapist bound under the AoR Confidentiality as defined in the AoR Code of Practice and Ethics.

### **What information I hold and what I do with it**

In order to give professional treatments, I will need to ask for and keep information about your health. I will only use this for performing treatments and any advice I give as a result of your treatment. The information to be held is:

- Your contact details
- Medical history and other health-related information (which I will take from you at first consultation)
- Treatment details and related notes (which I will take after each consultation)

*I will NOT share your information with anyone else (other than within my own practice, or as required for legal process) without explaining why it is necessary, and getting your explicit consent.*

### **How Long I Retain Your Information for**

I will keep your information for the following periods

- a. 'claims occurring' insurance: (records to be kept for 7 years after last treatment)
- b. law regarding children's records (records to be kept until the child is 25 or if 17 when treated, then 26)

*Your data will not be transferred outside the EU without your consent.*

### **Protecting Your Personal Data**

I am committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, I have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information we collect from you.

I will contact you using the contact preferences you give me in relation to:

- Appointment times, Consultation Letter, After Care Information, Promotions
- Reflexology information or information related to your health

### **Your Rights**

GDPR gives you the following rights:

- The right to be informed. To know how your information will be held and used (this notice).
- The right of access. To see your therapist's records of your personal information, so you know what is held about you and can verify it.
- The right to rectification. To tell your therapist to make changes to your personal information if it is incorrect or incomplete.
- The right to erasure (also called "the right to be forgotten") For you to request your therapist to erase any information they hold about you

