

# **Acorn to Oak Reflexology**

## **Privacy Policy**

### **Contact details**

Name: Catherine Gaultier

Phone Number: 07349 938602

Website: [www.ato-reflexology.com](http://www.ato-reflexology.com)

E-mail: [contact@ato-reflexology.com](mailto:contact@ato-reflexology.com)

### **The type of personal information I collect**

In order to give professional reflexology treatments, I will need to ask for and keep information about your health. I will only use this for informing reflexology 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
- Treatment details and related notes

### **How I get the personal information and why I hold it**

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

- For informing reflexology treatments and any advice I give as a result of your treatment.

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

- Provide you with the best possible treatment options, support and advice.

The only instances where I would share your personal information with a third party would be for a 'Claims Occurring' insurance claim, or with medical services if I believe there is a serious and acute risk to your health

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

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I 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 emailing [contact@ato-reflexology.com](mailto:contact@ato-reflexology.com)**
- (b) I have a contractual obligation**
- (c) I have a legal obligation:**

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

**(d) I have a vital interest**

**(e) I need it to perform a public task**

**(f) I have a legitimate interest**

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 health care practitioner bound under the AoR Confidentiality as defined in the AoR Code of Practice and Ethics.

## **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 I collect from you.

I will contact you using the contact preferences you have given me.

I keep contact details, medical history and other health-related information, treatment details and related notes for 7 years after the last treatment. I will then dispose of your information by shredding all paperwork and permanently deleting all electronic data containing any of your personal information.

## **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 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 I 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 [contact@ato-reflexology.com](mailto:contact@ato-reflexology.com) or on 07349 938602 if you wish to make a request.

## **THERAPIST'S RIGHTS**

Please note:

- If you don't agree to your therapist keeping records of information about you and your treatments, or if you don't allow them to use the information in the way they need to for treatments, the therapist may not be able to treat you
- Your therapist has to keep your records of treatment for a certain period as described above, which may mean that even if you ask them to erase any details about you, they might have to keep these details until after that period has passed
- Your therapist can move their records between their computers and IT systems, as long as your details are protected from being seen by others without your permission.

## **How to complain**

If you have any concerns about my use of your personal information, you can make a complaint to me at **[contact@ato-reflexology.com](mailto:contact@ato-reflexology.com)**.

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>