

## **PRIVACY NOTICE (Morwenna Grey)**

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### **YOUR PERSONAL INFORMATION – GENERAL DATA PROTECTION REGULATION (GDPR)**

The GDPR, effective from 25 May 2018, relates to legal protection for personal information. This document tells you what personal information I hold and why, and what your rights are. This also includes any personal information I gather through my website, outlining why it is gathered and what your rights are. If you are reading this on my website, you consent to its contents. If you have an appointment to receive a service from me, once you have read this Privacy Statement please complete and sign the declaration at the bottom of this document.

**Morwenna Grey**

My **Details: Mobile: 07948247146**

**Email address:**

**I am the sole Director so I control all data and protection.**

**Address: 10 Heol Rhydygarreg  
Borth  
Ceredigion  
SY24 5NZ**

If you contact me by email, 'phone, 'What's App', via my website contact form or any other social media platforms, you will be providing me with personal information (e.g. name, telephone number, email address, home address) and possibly sensitive information about your current or past health and wellbeing. This information will only be used to allow I, and only I to deal with your enquiry, contact you and confirm future appointments. Sensitive information will only be requested in order to fulfill my role as a Reflexologist, bound under the Federation of Holistic Therapists FHT confidentiality as defined in its Code of Practice and Ethics. Any data relating to enquires that do not proceed to an appointment will be erased where I am able to do so.

In order to give professional treatments, if you confirm an appointment with me, I will need to gather and retain sensitive information about your health. I will only use this information for informing treatments and associated recommendations concerning aspects of health and wellbeing which I will offer to you. You will be required to read and sign a copy of this Privacy Notice before/at your appointment.

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

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As a member of the Federation of Holistic Therapists (FHT) I abide by their 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 fulfill my role as a Reflexologist bound under the FHT Confidentiality as defined in the FHT Code of Practice and Ethics.

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

In order to handle your initial enquiry and give professional treatments, I will need to ask for and keep information about your health. I will only use this information to inform 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 (some of which you may share with me via your initial contact with me, but the majority of which I will take from you at our 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.

If you visit my website, please be advised that 'cookies' are used to enhance visitor experience and gather information about visits/visitors. This information does not allow me to personally identify visitors and is (more info below under 'Third Party Services').

If you sign-up to be added to my email list, I will only use your email to send you details of events, promotions for my customers and people who have visited and liked my platforms, etc. You can unsubscribe at any time. Please note that this list is managed by the third party website 'MailerLite' (see below under 'Third Party Services').

#### **How long I retain your Information for**

I keep your information for 7 years after your last treatment (for claims occurring insurance purposes) and if treatment related to a child, until the child is 25 or if 17 when treated, then 26 (legal requirement)