



# Well Wood Reflexology Privacy Statement

Your personal information, general data protection regulation (GDPR)

## Our contact details:

Name: Lucy Ellis, Well Wood Reflexology  
Address: Afton Road, Freshwater, PO40 9TP  
Phone Number: 07809115488  
E-mail: [info@wellwoodreflexology.com](mailto:info@wellwoodreflexology.com)  
Data controller contact details: Lucy Ellis

## The type of personal information we collect and purpose of collecting.

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, to allow me to contact you and for booking online via my website.
- Medical history and other health related information.
- Treatment details and related notes.

## How we get the personal information and why we hold it

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

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

We use the information that you have given in order to:

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

## Lawful basis for holding and using client Information

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

- (a) Your consent. You are able to remove consent at any time. You can do this by contacting Lucy Ellis, [info@wellwoodreflexology.com](mailto:info@wellwoodreflexology.com) or 07809115488
- (b) We have a contractual obligation
- (c) We 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)
  - 1.3 CNHC requirements to retain information for 8 years

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 healthcare practitioner bound under the AOR Code of Practice and Ethics.

## **How I store information and share your personal information.**

### **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 have given me, this will be for appointment times, information relating to your appointments or ongoing treatments. If you have asked to be informed of promotions, new treatments or offers I may also contact you. You can unsubscribe from this at any time.

### **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 rights 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 [info@wellwoodreflexology.com](mailto:info@wellwoodreflexology.com), 07809115488 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 computer 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 our use of your personal information, you can make a complaint to me at [info@wellwoodreflexology.com](mailto:info@wellwoodreflexology.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>  
I have received a copy of this document.

Name:

Date:

Signature.....

For children under the age of 16 a parent or guardian signature is required.