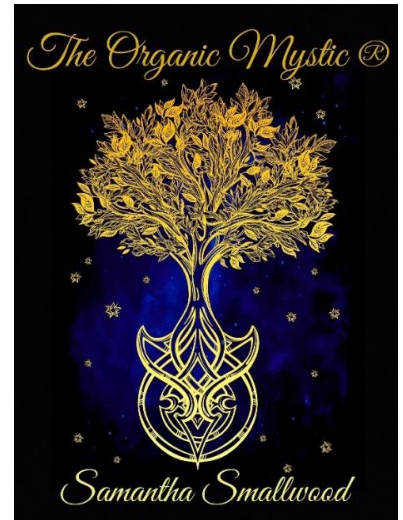


GDPR

(GENERAL DATA PROTECTION REGULATION)



ICO Registration Number ZA375071

PRIVACY AND SECURITY POLICY

This document has been created in accordance with the principles and purposes of the GDPR, demonstrating that I wish to give you, as a valued client, full consideration and fully transparent communication as regards my accountability for the safe and confidential collating, storing and processing of your personal data. (A hard copy of this document can be provided at your request.)

Welcome to The Organic Mystic Community!

I have some exciting news to share with you regarding upcoming workshops, online webinars and one-on-one sessions, and I hope that my communications and emails will be of value to you.

In order to comply with the GDPR laws which come into effect for the UK and EU on the 25th May, 2018, it is important that you read this *Privacy and Security Policy* so that you fully understand your rights and my accountability and compliance in keeping your personal data absolutely secure and completely confidential upon your subscription here or when contacting me. I will take your contacting me or subscription to this website as confirmation of your acceptance of my Privacy and Security Policy.

I look forward very much to connecting with you and providing support and assistance in any way that you may need it.

Warmest Regards,

Samantha Smallwood

25th May 2018

STATEMENT OF INTENT

This policy sets out how I use and protect the information you provide when using my services and accessing my website.

I intend to ensure that all data you provide is kept secure, managed respectfully and ONLY used for the purposes for which it has been provided.

This policy will be updated periodically in line with current legislation.

When you contact me via my website, phone, email, text, Skype, Facebook messenger or any form of communication which allows me to collect information, I will collect your: -

Name

Email Address

Telephone Number

Any information you choose to supply regarding the purpose of your enquiry

This information stored on my personal computer and/or mobile phone is protected as follows:-

- Encrypted Passwords and Personal Identification Numbers
- Firewalls
- Anti-virus Software

I do NOT store information in paper form. All records are paperless, digitised or scanned, and stored as above.

This information will NOT ever be shared with any other parties.

I am the ONLY individual with access to my mobile phone and personal computer and encrypted Passwords and Personal Identification Numbers, and I am solely responsible for handling your information, arranging my appointments and managing my accounts.

HOW IS THIS INFORMATION USED?

I use this information to contact you to discuss your requirements.

I may also use this information so that I may improve my services.

If you choose to proceed with making an appointment to see me, I will direct you to this document on my website and send you a copy of this Privacy Policy so that you are aware in advance how I will use information provided in the course of our sessions together.

You do not have to consent to the collection of information, however, if you choose not to provide it, I may not be able to work with you,

When making an appointment with me: -

I will securely and respectfully store your name, phone number and email address for the purposes of sending you further information about services I may offer in the future, or about well-being in general. It may also be necessary to send emails to confirm or rearrange appointments.

BANK DETAILS

I DO NOT receive or retain your bank details.

YOUR RIGHTS

Under the *General Data Protection Regulations* which are effective from May 2018 you have the following rights: -

- The right to be informed (which is why I am producing this policy).
- The right to rectification: this is your right to request changes to any information I hold that is factually inaccurate. If you believe any of the information I hold on you is incorrect then please let me know as soon as possible and I will make the relevant changes.
- The right to erasure: given the nature of my work, I am required to hold your details for a period of 7 years, after this your information will be securely destroyed.
- The right to restrict processing: I will only use the information for the purposes that I have stated above. I uphold the common law of principles of confidentiality where the duty to keep confidence is measured against the concept of "greater good". If in my opinion as a therapist there is good reason to believe not to disclose would cause danger or serious harm to self, the therapist or others, appropriate agencies may be contacted. Only information required to ensure safety of relevant parties would be disclosed. Information may have to be disclosed without consent for the prevention, detection or prosecution of a crime. The sharing of anonymous case histories with supervisors and peer support groups is not a breach of professional confidentiality.
- The right to object: I will not contact you for marketing purposes unless you have given me specific consent to do so.
- The right not to be subject to automated decision-making including profiling: I will not use your information for profiling purposes.

COOKIES

Cookies are small files which ask your permission to be placed on your computer's hard drive so that it can analyse web traffic to my website. Through this I can see which of my website's pages are being viewed. Most web browsers automatically accept cookies, but you can modify your

setting to decline them if you prefer. If you choose to do this, you may find that you cannot make full use of my website.

LINKS TO OTHER WEBSITES

My website may contain links to other websites of interest. However, once you use these links please be aware that you have left my website and I do not have any control over other websites. I cannot be held responsible for the protection and privacy of any information which you provide when visiting such sites and these sites are not governed by my privacy policy. Please exercise caution and look at the privacy statement applicable to the website you are visiting.