

Finding the Amazing Privacy Policy

Our contact details

Name: Anna Labrom

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Phone Number: 07900243464

E-mail: anna@findingtheamazing.com

Website: www.findingtheamazing.com

Date completed: December 2020

The type of personal information we collect

We currently collect and process the following information:

- Full name, Date of Birth, gender, details of GP and other medical professionals, marital status, living arrangements and occupation
- Contact information – home address, email, contact telephone numbers
- Current and past medical history, current medications and mental health history

How we get the personal information and why we have it

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

- We collect your personal data because you give us consent to do so, to provide Solution Focused Hypnotherapy to you

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

- provide appropriate Solution Focused Hypnotherapy to you;
- deal with your enquiry if you complete our contact form;
- assess and understand your requirements;
- send you information about your therapy and how Finding The Amazing operates;
- inform you of any changes to our services or practices;

Sharing information with relevant health care professionals (only when consent is given by the client or it is to meet obligations related to safeguarding).

Under the General Data Protection Regulation (GDPR), the lawful bases we 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 contacting hello@findingtheamazing.com

(b) We have a contractual obligation.

(f) We have a legitimate interest.



Date: 10/12/2020

How we store your personal information

- We keep all paper records containing your Personal Data in locked cabinets and only allow access to those who need to access the Personal Data.
- Our laptops are password protected.
- Documents are password protected.

We keep your information for 8 years We will then dispose your information by shredding paper records and deleting electronic records.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the 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 we transfer the personal information you gave us 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, we have one month to respond to you.

Please contact us at hello@findingtheamazing.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to Anna Labrom using the email address: hello@findingtheamazing.com

You can also complain to the ICO if you are unhappy with how we have used your data to the Information Commissioner's Office.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>



Date: 10/12/2020