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**Sandra Wilson Clinical Hypnotherapy Privacy Policy**

**Statement of Intent**

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

It is my intention to ensure that any data you provide is managed respectfully, kept secure and only used for the purposes for which it has been provided.

This policy will be updated from time to time in line with prevailing legislation.

**When you contact me via my website, phone or email, I will collect your:**

Name

Email Address

Telephone Number

**What I do with this information**

I use this information in order to make contact with you to discuss your requirements.

In the initial consultation I will ask for your

Name,

Address,

Telephone number

Email contact details.

So that I may contact you during the time we are working together.

Your GP contact details and your health information: there are some conditions that are contraindicated for Hypnotherapy. These include active psychosis or severe depression. **I am NOT qualified to offer you any medical advice and will refer you back to your GP if you raise anything that gives rise to a concern about your health.**

During our sessions I will makes note of information you provide me in order to plan future sessions and produce language patterns which I will use in our future sessions.

Under the General Data Protection Regulations which are effective from 25th May 2018 you have the following rights:

The GDPR includes the following rights for individuals:

* the right to be informed (which is why I have produced this policy).
* the right of access (if you wish to see your file then please make a request in writing to **Sandra Wilson, 106 Runswick Road, Brislington, Bristol, BS4 3HZ.)**
* I will provide you with the information within 30 days of your request.
* the right to rectification (this is your right to request changes to any information we hold that is factually inaccurate. If you believe any of the information I hold about you is incorrect then please let me know as soon as possible and I will make the appropriate changes
* the right to erasure (given the nature of our work we are required to hold our details for a period of 8 years, after this your information will be securely destroyed.). I keep minor’s files for 8 years AFTER their 18th birthday.
* Please bear in mind that in the event of my death, your file will be destroyed with immediate effect
* The right to restrict processing (I will only use the information for the purposes that I have stated: most standards of confidentiality applied in professional contexts are based upon the Common Law concept of confidentiality where the duty to keep confidence is measured against the concept of “greater good”. If in the therapists’ opinion there is good cause to believe that not to disclose would cause danger or serious harm to self or others, your GP or other 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 studies and peer support groups is not a breach of professional confidentiality.
* the right to data portability: I will not share your information, other than in the situations described above, without your specific consent.
* the right to object (we will not contact you for marketing purposes unless you have given us specific agreement to do so)
* the right not to be subject to automated decision-making including profiling (we will not use your information for profiling purposes).

**Webcam Sessions**

Where sessions are conducted by Webcam, eg. Zoom, the sessions may be recorded only for as long as it takes to write up the notes not taken contemporaneously. Once notes have been documented, the recording is deleted. A recording may be kept and sent to the client upon request at the start of each session. **Please note that I do NOT record ANY sessions without first gaining permission from you.** Should you wish to learn more about Zoom, how to use it and how they protect privacy, please visit their site [www.zoom.us](http://www.zoom.us)

**Cookies and my website**

Cookies are small files which ask permission to be placed on your computer's hard drive so that I can analyse web traffic to my website. Through this I can see which of my website's pages are being viewed and are of interest. 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 you cannot make full use of my website.

**Links to other websites**

My website may contain links to other websites of interest or Youtube videos. 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 therefore 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. I advise therefore that you exercise caution and look at the privacy statement applicable to the website in question.