



Data Privacy Policy

Your data is important and precious and you have a right to expect that I handle it legally, fairly and with care. This document explains what data I keep, and why, what happens to it and how you can get a copy.

What data do I keep and why?

- Your contact details, including name, address, phone number(s) and email address. This is so that I can get in contact with you when necessary, for example to arrange appointments, to send important information or to request payment. For invoicing, payment processing, and electronic signing of agreements I may share your name, email address or phone number with a third party such as PayPal, Squareup or eSignatures.io for the required purpose only.
- Brief case notes. This is to keep a record of when you attended sessions and to aid progress over the sessions.
- Reports and other communication, including letters and emails, in case a copy is requested or I need to refer back.

Will your data be shared?

Any data I store will not be shared with others without your explicit consent, unless there is a legal or safeguarding requirement or a legal body, such as a court, tells me to. In such a circumstance, I will let you know if I can.

How is your data stored?

All data I store is kept secure, either in a locked location or in the case of electronic data under password protection.

In case of my incapacity or death, I have a Living Will where a person I have appointed will take ownership of the data I store about you. If this happens, they will notify you and manage safe storage and destruction of your data as per this agreement.

How long is your data kept?

I keep all data for a period of seven years. After this period, it will be destroyed safely and securely and electronic data permanently deleted.

What do you do if you change your mind about agreeing to your data being stored?

You can at any point decide you no longer wish to give consent for your information to be stored and for it to be destroyed or deleted. If so, let me know, and I will do this unless there is legislation that prevents me.

What do you do if you want access to the data I keep about you?

Should you require a copy of data I keep about you can request a copy either verbally or in writing and I will usually respond within 1 month. In some circumstance there may be ethical or legal reasons to be taken into consideration in providing access.

Ian Rattray

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Who do you contact if you have any questions or want to complain regarding how I use or store your data?

1. I invite you to speak to me in the first instance.

2. The Information Commissioner is the person responsible for ensuring organisations and individuals such as myself keep your data safe and uphold your rights. You can contact them at:

The Information Commissioner

Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK0 5AF

0303 123 1113

<https://ico.org.uk>