

General Data Protection Regulation (GDPR) Information and Consent

The changes in Data Protection Legislation that came into force on 25th May 2018 legally oblige me to provide you with the following information, and to ask you to give your consent for me to hold your personal data.

What is included under personal data?

The personal data I hold about you may include:

- * Your name, phone number, email address, postal address and/or next of kin.
- * E-mails and e-mail attachments, "texts", social media and video chat messages such as WhatsApp, Skype, Zoom, Instagram and Facebook we have exchanged.
- * Any and all consultation and consent forms which you have completed in-person or online.
- * Brief notes for each session.
- * No financial data is held.

How do I store your personal data?

- * Your initial client consent form/s along with this form are either stored in a locked security box and/or on a password protected computer. Where applicable, your initial contact form (filled out online via Acuity scheduling) is held on a password protected email service provider - see below for details). These forms may be paper or electronic.
- * Your phone number is stored on my mobile phone under your first and last name, as are any "text" and/or social media messages and records of phone/video calls. My phone is code-locked and is kept secure at all times.
- * Our e-mail/video call/social media correspondence are password protected and my e-mail service provider ensures that the e-mails are secure and encrypted. *Please note ultimately, I am not responsible for their storage retention methods.*
- * Brief written session notes are kept for the duration of current active clients. These are stored in a locked security box.
- * Any back up is kept on a USB stick in a locked security box or on my laptop which is password protected, regularly scanned and kept secure at all times.
- * Appointments are booked in my paper diary with your first name only and a time.
- * The security box is kept in a secure building.

Why do I need to hold your personal data?

- * In order to be able to communicate with you via phone, e-mail, other electronic means or post if necessary, including posting of my handmade crafts.
- * So that I have a record of your attendance and a note of important factual information that may be of significance in our sessions.
- * It is a requirement of my insurance provider.

How long will I keep your personal data for?

- * My insurance provider requires me to keep any client records for 7 years after completing sessions.
- * After 7 years from completion of sessions, any electronic data will be permanently deleted, and any hard copies destroyed.

Your right to see the personal data I hold about you.

- * The legislation states that you have the right to see the personal data I am holding about you.
- * If you wish to do so, you can ask to see your personal data, and I will be required to provide this for you within 40 days of your request.

When may I share your personal information with third parties.

There are a limited number of circumstances in which I may share your personal data and other information with third parties:

- * Where required by the court of law
- * If I reasonably believe, as required by UK law, that for example you disclose to me your intent of harming yourself or others (including children and animals) or if you disclose intent of committing a serious criminal offence. This may also apply if I learn of someone else who may be being harmed, harming themselves, or is planning to harm others.
- * If you request and/or give me consent to share your information with another health professional for the purposes of improving your care.

myofascialreleasenorfolk.com / deborahwillimott.com

Please see my website privacy policy for any and all details pertaining to its use and my contact through there.

I have read and understood the above information and agree for my personal data to be held and processed by Deborah Willimott and myofascialreleasenorfolk.com and for the purposes described above by attending my session.