

Privacy Policy

This is to inform you what data I, Pauline Carpentieri at Healing with Pauline, am collecting from you and what I intend to do with it.

I collect and store your data based on your consent and in order to provide you with a professional service, and to meet legal, ethical, and insurance requirements.

You have the right to request access to the personal data I hold about you, to request corrections, and to withdraw consent at any time, subject to legal and professional obligations where I am required to retain information to meet legal, ethical, or insurance obligations.

If you wish to contact me regarding your data, you can do so at healwithpauline@gmail.com

What data do I keep and why do I need it?

Name and age - this is basic information that helps me get to know you.

Address, email address, phone number - I use this as a way of contacting you regarding your sessions. I will mainly use the method you first contacted me on but if I cannot reach you, I will try a different method.

Next of kin/medical professional's details - If I was worried that you were at risk then I may need to contact your next of kin or medical professional, if I can. I will let you know when/if I am going to do this.

Session notes - I keep brief notes of our session(s), these are kept in a password-encrypted file on my computer's hard drive, as well as backed up in a password-encrypted file on my external hard drive that is kept locked in my office.

Will I share your data and if I do, who will I share it with and for what purpose?

will only share your data in the following circumstances:

- Legal obligation (e.g. court subpoena)
- Risk of harm to you or others
- Professional supervision (first name only)

I will not sell your data or use it for unethical purposes.

How will I store your data?

It is stored on my hard drive as listed above using only your initials. Immediately after the client fills out all relevant GoogleDocs these are transferred to a password-encrypted file on my hard drive and permanently deleted from Google Drive. Also immediately after the work is finished, all written notes

taken during sessions are transferred to electronic versions and listed as above on password-encrypted computer hard drive file. Your phone number(s) may be kept in my business mobile phone and in electronic clients phonebook file (also saved in password-protected hard drive files) with your first name and last initial. Only I will access your information.

How long will I store your data for and how will I dispose of it?

I will keep your details and session notes for the time required by my insurer. After this time I will destroy/permanently delete any document with your personal information and delete your phone number out of my mobile phone and electronic clients phonebook file.

If you have any concerns about how your data is handled, please raise them with me directly in the first instance.

Consent

I consent to my data being used as set out above.

This privacy policy may be updated from time to time. The most recent version will be published on my website.