

**Privacy Policy**

Sulis Therapies in accordance with UK GDRP and UK Data Protection Act 2018

Contact details:

Christina Ohlsen

Tel: 07919 098465

**The type of personal information I collect:**

 I currently collect and process the following information:

 • Personal identifiers, contacts and characteristics (for example, name and contact details)

• Summary of difficulties and treatment plans and notes

 **How I obtain the personal information and why I have it:**

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

 • To provide you with a therapeutic support service. I also receive personal information indirectly, from the following sources in the following scenarios:

 • Another professional supporting you/ your child who wants to access a therapeutic support service.

 I use the information that you have given me in order to:

 • Contact you and/or the referrer to discuss the service I may be able to offer you. I may share this information with other professionals involved with you or your family. 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 christina@sulistherapies.com

 (b) I have a contractual obligation.

 (c) I have a legal obligation.

 (d) I have a vital interest

**How I store your personal information**

Your information is securely stored electronically. Paperwork is to a minimum kept in a locked location. Documents shared may be encrypted with a passcode. I only share data if required by you, law or in the event of safeguarding concerns. This will always be kept to the minimum information needed. I keep your personal information for time period specified in my insurance document. I will then dispose of your information by shredding paperwork and deleting files from electronic systems.

 **Your data protection rights Under data protection law**

You have rights including:

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

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

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

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

Your right to object to processing - You have 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 I transfer the personal information you gave me 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, I have one month to respond to you. Please contact me at christina@sulistherapies.com to make a request.

**How to complain**

 If you have any concerns about my use of your personal information, you can make a complaint to me. You can also complain to the ICO if you are unhappy with how I have used your data.

Information Commissioner’s Office Wycliffe House. Water Lane Wilmslow SK9 5AF Helpline number: 0303 123 1113. ICO website: https://www.ico.org.uk