

## **PRIVACY POLICY**

### **Alan Sherwood Person Centred Counselling**

#### **1. Who Am I**

I am Alan Sherwood Counselling. If you have any questions about this policy you can contact me at alanjsherwood@gmail.com or 07903 184522.

#### **2. The Data I Collect**

I may collect and process:

- Identity Data – your name
- Contact Data – email address, phone number

#### **3. How I Collect Data**

I collect data when you:

- Interact with me via email or telephone or meet with me in person.
- My website collects data automatically using cookies and similar technologies.

#### **4. Why I Use Data (Purposes) And Lawful Bases**

I use personal data to:

- Provide my counselling services to you and to invoice you for the service I provide to you (Lawful basis: Contract).
- Respond to enquiries and provide support (Contract/Legitimate Interests).

You can object to processing based on legitimate interests at any time, however, if I don't have your contact details I will not be able to respond to queries or provide support.

#### **5. Cookies**

The website uses cookies and similar technologies for functionality, analytics and marketing. Where required, I will obtain your consent for non-essential cookies. You can manage your preferences at any time.

#### **6. Sharing Your Data**

I will never share your data with anyone unless we are required to by law.

#### **7. Data Retention**

I keep personal data only for as long as necessary for the purposes described above, including to satisfy legal, accounting or reporting requirements. I will then securely delete or anonymise it.

#### **8. Your Rights**

You have rights to access, rectify, erase, restrict, object to processing, and data portability, and the right to withdraw consent where processing is based on consent. To exercise these rights, contact me at alanjsherwood6@gmail.com. You also have the right to complain to the Information Commissioner's Office (ICO).

**9. Direct Marketing**

I will never send junk mail to you.

**10. Third-Party Links**

My website includes links to third-party sites or services. We are not responsible for their privacy practices.

**11. Changes To This Policy**

I may update this policy from time to time. The latest version will always be available on my website with the date of the most recent update.

**12. Questions?**

Contact us at [alanjsherwood6@gmail.com](mailto:alanjsherwood6@gmail.com) or 07903 184522.

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