

GDPR notice Sun & Sea Wellbeing Ltd – June 2024

How will my data be stored?

In May 2018 the Data Protection Act was replaced by the General Data Protection Regulations (GDPR). The changes to the Data Protection Act were aimed at ensuring that your personal, confidential and sometimes sensitive data, is held privately and securely.

How long will you hold my information for?

Written records will be stored securely for 8 years after the last interaction with an adult client and up to the age of 25 for a child under 16 when last seen, or 26 years for a 17-18 year old.

What if I want my data to be destroyed before this date?

Under GDPR rules, you are able to request the deletion of any of your records at any time.

Am I able to see or get a copy of the information held by you?

In line with GDPR, yes, within 30 days.

What are your reasons for collecting this information?

In order to provide the highest quality support to my clients I will collect the following information:

An idea of what you would like to achieve by coming for hypnotherapy

A small amount of medical information

Some brief session notes

Your contact details

GP contact details

Some basic information about your important others

This information allows me to provide continuity within the sessions, in order to help you towards your goal. This information will allow me to refer to the content of earlier sessions and previous discussions. I will only use your contact details/address and GP's details with your explicit consent or in the event I believe that you are about to harm yourself or another.

All identifying information from our session will be anonymised at the point of each session completion time.

How do I know that you will secure my information securely?

Session Notes:

Session notes may be taken in one of the following ways: written on paper (which will be destroyed post session), on an electronic tablet or laptop which is secured by a PIN and/or face recognition or fingerprint recognition technology.

Initial consultation notes and any other sensitive data is stored as a PDF or Word document in a secure electronic folder which is protected by PIN and/ or fingerprint recognition technology.

Ongoing session notes are stored on a note taking app with username and password protection. Any notes with identifying pieces of data are transferred to the additionally protected folder detailed above. Ongoing Session notes are password protected and anonymised to remove identifying information.

Paper Notes:

Any paper notes taken during session will either be:

Securely digitized and stored electronically, as above, and then destroyed or:

Locked in a filing cabinet stored behind a locked door.

Text Messages:

Jacqui's mobile phone is fingerprint and/or pin protected.

Emails:

The email account in use for session correspondence is protected by a "Strong" password.

Online consent forms are encrypted with a password.

Are our discussions within the hypnotherapy sessions confidential?

Yes, whenever I need support from supervisor all identifying information is kept anonymous. Your identifying information will only ever be shared with the relevant third party(s) without your explicit consent in the event that I believe that you are about to harm yourself or another.

What if I see you outside of a hypnotherapy session?

If we meet outside of a session I will not acknowledge you unless you approach me first and, should you approach me, I will not discuss how we know each other with any companions unless you raise the subject first.

Will you discuss information about me with other health and social care professionals?

Only with your written consent.

Who is the Data Controller and what is their ICO registration number?

I am the Data Controller. My ICO registration number is ZB624014