

Cotswold CBT Privacy Policy

Purpose of this policy

Cotswold CBT is committed to protecting your personal information and being transparent about the information we hold about you. The purpose of this policy is to give you a clear explanation about how we collect and use your personal data.

We use your information in accordance with all applicable laws concerning the protection of personal information.

This policy explains:

- What information we may collect about you
- How we may use that information
- In what situations we may disclose your details to third parties
- Use of cookies in our website
- Information about how we keep your personal information secure, how we maintain it and your rights to be able to access it

If you have any queries about this policy, please email info@cotswoldcbt.com

Cotswold CBT is the name of a Cognitive Behavioural Therapy Practice representing Mark Brady

Information collection:

Cotswold CBT will collect various types of information and in a number of ways:

Information you give us

When you agree to work with Mark Brady at Cotswold CBT in a therapeutic context, we will store any personal information you give us such as your name, email address, postal address, telephone number, your registered GP.

Information about your interactions with us

The Cotswold CBT website is hosted by GoDaddy Ltd. GoDaddy have a published policy document on any information stored via cookies through this interaction details of this policy can be found here:

<https://uk.godaddy.com/help/gdpr-privacy-features-for-eu-residents-27883> Email exchanges are kept on a secure server provided by Google Mail who exercise their own privacy policy in relation to information shared which can be found here: <https://cloud.google.com/security/gdpr/>

Sensitive personal data

Data Protection law recognises that certain categories of personal information are more sensitive such as health information, race, religious beliefs and political opinions. This information is not disclosed to third party data processors. However, in situations where such disclosures are made, we will exercise our right to approach the relevant authorities to seek clarification of such disclosures.

Legal basis

There is one basis under which we may process your data:

Contract purposes

When you work with Mark Brady at Cotswold CBT, you are entering into a therapy contract. In order to fulfil this contract we need to process and store your data. (For example, we may need to contact you by post, email or telephone to make you aware of appointment changes, or if we may need to discuss a matter of safeguarding with your GP or other relevant services or agencies).

With your consent

For any situations where the above basis is not appropriate, you will be asked for your explicit consent before using your personal information in that specific situation.

Third parties

There are certain circumstances under which we may disclose your personal information to third parties. These are as follows:

- To our service providers who process data on our behalf and on our instructions (for example providing a clinic list of client first names and the tie of their appointment to a room provider for the purposes of fire safety). In these cases, we require that these third parties comply strictly with our instructions and with data protection laws, (for example around security of personal data).
- Where we are under a duty to disclose your personal information in order to comply with any legal obligation (for example to government bodies and law enforcement agencies).

Maintaining your personal information

If there are aspects of your record that are inaccurate or that you would like to remove, you can do this by contacting us.

Any objections you make to the processing of your data will be stored against your record on our system so that we can comply with your requests.

Security of your personal information

We will put in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible.

We will ensure that any third parties we use for processing your personal information do the same.

Your rights to your personal information

You have a right to request a copy of the personal information that we hold about you and to have any inaccuracies in this data corrected. Please use the contact details at the end of this policy if you would like to exercise this right.

Contact details and further information

Please get in touch with us if you have any questions about any aspect of this privacy policy, and in particular, if you would like to object to any processing of your personal information that we carry out for our legitimate organisational interests.

For more information on GDPR, visit www.ico.org.uk