

**Privacy Notice**

I take your privacy seriously and will only use your personal information to administer services and provide products you have requested/agreed to from me. Due to new guidelines under the GDPR which come into force in May 2018, the following information is a legal requirement for me to pass on. Please read and sign to say you are in agreement.

Your Data Controller is: Candice Luper

I will keep the information on your intake form which includes your name, address, telephone number, email address, date of birth and GP (if provided). I will also keep information on the service you have signed up for and the dates we have worked together. I take notes through our session which help me to provide the right treatment for you. These are based on our discussion and my observations and ideas and are kept in line with professional guidelines for 8 years. You have the right to request to see these at any time.

I have gained this information from you directly and through no other means unless YOU have asked me to discuss you with a third party. **Your information is never shared without your consent and you have the right to have it removed at any time** (within reason of information I am legally required to hold for HMRC purposes.) Please contact me should you wish to do so.

The information you pass on to me is used in a variety of ways;

* For me to keep accurate records of my clients for HMRC purposes, which include invoicing.
* So I can refer back to our previous work should you return as a future client, (this can help us both to plan your treatment.
* To provide evidence of clients I have worked with to my accrediting body. This entails your name, email address, the dates and number of hours that we worked together. They may contact you in the future to confirm this in relation to me as a practitioner. They also have privacy policies in place. They are the ICF and NCH.
* To send you blogs, newsletters and information concerning workshops, talks and events that I offer (if you have given your permission). You may unsubscribe or be asked to be removed at any time. This data is held via a third-party mailing provider (Mailchimp) who also has a protected privacy notice.

**Please sign here to show you agree with the above:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**