

## PRIVACY POLICY

My name: Jo Sawkins  
Name of Business: Wings Wellbeing  
Email address: jo@wingswellbeing.co.uk

I am committed to protecting your privacy. I use the information that you provide lawfully and in accordance with the General Data Protection Regulations, 25-May-18.

### **You provide data when you:**

- Make an enquiry
- Choose to interact with me on social media
- Request to attend a course / workshop / consultation
- Attend a course / workshop / consultation

### **How I use your Data / Personal Information:**

- To assess your needs
- To assist you with regards to your enquiry
- To assist you to make the changes you seek
- To respond to any queries
- To maintain records as required by law and insurance purposes

### **How I store your data:**

- Your email address if used will be stored on a password protected device.
- Any data you send me electronically will be stored on a password protected device.
- Your phone number, if used will be identified by initials rather than name, and stored in my phone protected by PIN / password.
- Your clinical information (including but not limited to medical history, current health, social circumstances and anything else discussed) taken by hand during our consultations will be stored in a locked cupboard that only I have access to.

I store your clinical information for 7 years from our last consultation.

I shall not sell your details.

I shall not share your details unless there is a legal requirement for me to do so, or for protection of yourself or others in the event of being considered at risk.

I only use client testimonials in my marketing with consent, with an initial rather than a name to conceal the identity.

Any administration services provided to Wings Wellbeing externally shall be done in compliance with the law to ensure your privacy and security.

### **Your Rights**

If you need a copy of the personal information I hold on you, please email me. I will respond within 28 days.

If you wish me to delete, remove or stop using your personal information I will do so on request as long as there is no legal or justifiable need for me to keep it. This is known as the 'right to object' or 'right to erasure' or the 'right to be forgotten'. You may withdraw your consent at any time. If you withdraw your consent I will be unable to provide services to you. Please contact if you wish to withdraw your consent. You should understand that when exercising your rights, other legislation and requirements may take precedence over any request you make (for example my insurers insist I keep all clinical records for at least 7 years). In addition, where necessary I may be required by law to grant access to your data for law enforcement, legal and/or health related matters.

### **Cookies**

My website (along with most websites) uses cookies, which are small text files that are designed to improve the way the website works and enhance your browsing experience.

By continuing to browse you agree to the use of cookies.

Further information about cookies can be found at <https://www.aboutcookies.org/>

I am registered with the Information Commissioners' Office for compliance with the General Data Protection Regulations, reference number: ZA732756.

**Jo Sawkins, updated June 2020.**