

## Your privacy and data protection

Kelly Peacey provides one to one personal therapeutic treatment sessions and training courses and workshops on behalf of Cotswolds School of Crystal Healing and Awareness to groups.

Personal data is information relating to an identifiable person who can be directly or indirectly identified. Your personal data: - name, address, contact details and current health and wellbeing status is collected for the provision of services only.

This information is not regarded as a medical record and ongoing notes are produced only where necessary and for the provision of ongoing services from this business only.

This information is not shared in any format. You may be asked to give your GP or consultant permission to communicate with Kelly Peacey. Communication with a medical professional is only with your express consent.

**DURING COVID-19** your details may need to be shared with NHS Test and Trace. Please agree to this: **YES**

**Do you provide permission to communicate with your Medical Professional? YES**  **NO**

Personal data is stored securely via paper notes, and on a password protected data storage in the cloud and on my mobile phone (name and phone number only). Appointments are in my paper diary.

When services cease to be supplied all records will be archived and stored for 6 years. When destroyed this will be by incineration or deletion.

If you think your data is incorrect you are welcome to provide correction. If you wish to view data held, please ask.

Your permission regarding contact preferences is required.

**Can I contact you by:**

- **Phone YES**  **NO**
- **Text YES**  **NO**
- **Messenger services YES**  **NO**
- **Video call YES**  **NO**
- **Email YES**  **NO**
- **Post YES**  **NO**

**Name:**

**Signature:**

**Date:**

Any changes to this policy will be provided in writing where services are still being accessed and will be posted in the

terms and conditions section of the website. If you have further questions or wish to make a complaint regarding your data please contact by phone, text, email, messenger.

Kelly Peacey

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