

Data Protection Policy

Privacy is taken very seriously. Only essential information will be used to assist me with providing the service to clients. As part of my service I will collect and hold information that is considered personal, such as, name, address and contact information (phone/email) as well as a relatives details as required.

Data will be recorded on a digital file on a password protected laptop or as paper notes in a locked filing cabinet or locked briefcase whilst travelling.

Data will only be used to ensure I am able to communicate effectively with a client or other professionals. Data would only be passed onto other professionals if the client gives consent and only essential data will be used to identify you or your relative in communication with other professionals.

Data will be kept for 10 years and then destroyed by deleting files or by shredding notes.

Should anyone wish to access their information at any time or change, erase or restrict the data being kept then contact should be made via email or telephone.