

PRIVACY POLICY GDPR

- This privacy notice is to inform you about how HAZEL EAGLES OF MINDHEALING HYPNOTHERAPY will COLLECT STORE and SHARE the personal information I hold about you.

I like to keep everything simple and therefore handwrite all sensitive personal data. Any computerised communication is kept to a minimum.

COLLECTION

Once you have made contact with me either via email, messenger, whatsapp, text message or telephone with the express purpose of you seeking consultation for hypnotherapy and or EMDR, I will then store your name and contact phone number and email on my phone and any messages we may have exchanged.

SESSION NOTES and CLIENT INTAKE FORMS are handwritten and used purely for the purpose of the work we are doing together for therapeutic ends. These notes are then stored in a locked filing cabinet and the office in which the filing cabinet is stored is locked at all times unless occupied by myself.

CONTENT I will ask for all relevant information from you to build a picture of your life so I can clearly see what could be causing your issues. This includes Name phone number including permission for sms contact, messenger whatsapp and voicemail so that we can arrange and re arrange appointments as necessary.

Relationship status, work details and feelings associated with life in general. Counselling CBT Hypnotherapy and any other relevant medical history. Details of the issue you are seeking help with. I will take notes each session in order to record your path to wellness.

STORAGE

PAPER Handwritten contact forms with permission and signed consent to work with me and collect hold and store all relevant data including signed acknowledgement of GDPR policies of HAZEL EAGLES OF MINDHEALING HYPNOTHERAPY.

SMARTPHONE As above I will store your contact number and name and any relevant messages sent between us to book or re arrange appointments. This phone is password protected and used by myself only.

EMAIL/SMS/MESSENGER/WHATSAPP Once you have made contact with me I will use your email address to communicate with regard to booking or cancelling, or discussion of issue as per your request. This also applies if you have made contact via SMS GMAIL WHATTSAPP or MESSENGER. Access is password protected.

WEBSITE None of your personal information is stored or recorded on my website other than momentary collection and send to my email account for purposes of our initial contact.

DOCUMENTS HELD

PAPER Intake form with signed consent
Session notes.

GDPR acceptance and signature

ELECTRONIC Contact name Phone number Email/SMS/Messenger/Whatsapp

PROCESSING AND SHARING YOUR PERSONAL DATA

I take your privacy and trust in myself very seriously and therefore only share data if absolutely necessary.

I do not send marketing emails ever.

Below are listed the rare occasions your data may be shared.

CONSULTATION

I belong to a peer group of hypnotherapists and on some occasions we may be asked to share client content.

If this were to occur your name nor any other personal details would be disclosed in the event of your type of issue being discussed.

THERAPEUTIC WILL

In the event of my death should you still be in therapy with me, your details will be passed to an accredited colleague to make further arrangements.

EMERGENCIES

With your permission only should your health be in jeopardy I may share your details with an emergency health care service or a mental health team.

If I become aware of your intention to harm another person/organisation the law requires I inform an authority without your consent.

ERASURE

When we have finished working together I will erase electronic copies of your information within one month.

I will hold on to your written information for up to seven years past our working together. This is so that I have reference to our work should you need to return for more therapy in the future. After this time I will shred or burn them.

YOUR RIGHTS

To be informed of what information I hold about you.

To see the documents I hold about you.

To rectify any inaccurate information.

To request your personal information be erased. Though I may decline whilst this information is needed for me to practice lawfully and competently.