

27 Calverley Green Road  
Altofts  
Normanton  
WF6 2JS

Margaret Bowling. MFHT  
Membership number 51115

25<sup>th</sup> May 2018

### **General Data Protection Regulation**

Clients' information held is only that required to ensure that the treatment offered is appropriate and is in paper form held in a secure cabinet at my home rather than the place of business. No computer records of client's are kept.

I do not hold any clients financial information on computer or in paper form.

I will never use any information for marketing or pass to another therapist or any other person without the client's written permission.

Client's personal data may on occasions be kept for compliance with insurance and audit trails. This will be out of necessity for legal compliance.

No sensitive personal data including genetic or biometric data will be kept or used.

Any information received from other sources will remain confidential and not divulged to any third party without written permission.

You have the right to access to personal data that we may hold, and to remedy any inaccurate records.

Any changes we may make to our privacy policy will be stated on this document and where appropriate you will be informed.

Any queries regarding this document should be made in writing to Margaret Bowling at 27 Calverley Green Road, Altofts, Normanton, WF6 2 JS