

Data Protection policy

This is a statement of the data protection policy adopted by the Halcyon Hypnotherapy.

To perform its function, Halcyon Hypnotherapy needs to collect and use certain types of information about clients.

Halcyon Hypnotherapy regards the lawful and correct treatment of personal information as important.

Data Protection Principles

Halcyon Hypnotherapy endorses and is committed to adhering to the eight data protection principles set out in the Data Protection Act 1998.

The eight Principles require that personal information is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate, and kept up-to-date
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Secure
- Not transferred to countries outside the European Economic Area without adequate protection being provided to the personal data on individual subjects.

Use of Your Personal Data.

- We will use personal information provided by you:
- To provide services requested by you
- To communicate with you
- To communicate with other professionals about you
- For audit and research purposes
- To carry out client feedback research

We will hold your personal information for as long as is required for clinical insurance company purposes.

Access to your personal information

You have a right to request a copy of the personal information that Halcyon Hypnotherapy holds about you and to have any inaccuracies corrected. We will ask for proof of identity before we disclose any personal information and we may charge a £10 administration fee.

Requests should be made in writing to: Halcyon Hypnotherapy, 121 West Argyle St., Helensburgh, G84 8DD, Argyll and Bute.

Data Controller

Dr. Fiona McLeod