

McGill Therapy Privacy Policy

Our contact details

Chris McGill

52 Stodman St, Newark

07535 277386

E-mail: chrismcgill0@icloud.com

The type of personal information we collect

We currently collect and process the following information:

- Client Name
- D.O.B
- Email address
- Emergency Contact Name and Phone Number
- GP Name and Contact Number

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- Maintain client safety by contacting them when needed
- Communication with clients to change session times

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

We have a contractual obligation.

How we store your personal information

Your information is securely stored and is password protected.

We keep the personal information detailed above for 7 years. We will then dispose your information by deleting hard password protected files and cloud based contacts on our online booking system.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [insert email address, phone number and or postal address] if you wish to make a request.

Tell people about their data protection rights. Their rights will differ depending on your lawful basis for processing, so once you know this then you can select the relevant sections from the text in the template below to include in your Privacy Notice. The [lawful basis](#) page of our Guide to the GDPR has a useful table that shows the varying rights that apply depending on the lawful basis.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [Insert your organisation's contact details for data protection queries].

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Tell people how to make a complaint to you here. Include the ICO's address.