

Privacy Policy

Statement of Intent

This policy sets out how I, Marianne Swift at 'Marianne Swift Therapies: Hypnotherapy, Psychotherapy & Therapeutic Yoga' use and protect the information that you provide when you use my services and my website.

It is my intention to ensure that any data you provide is managed respectfully, kept secure and only used for the purposes for which it has been provided.

This policy will be updated from time to time in line with prevailing legislation.

When you contact me via my website, phone or email I will collect your:

Name

Email Address

Phone Number

What I do with this information

I use this information to contact you about appointments and occasionally to help you to achieve your goals in therapy.

During your Initial Consultation I will ask for

Your name, address, phone number and email contact details so that I may contact you during the time we are working together. I also ask questions about your occupation/education, health, pastimes and what you wish to achieve with the help of Solution Focused Hypnotherapy or Therapeutic Yoga. These questions help me to get to know you better and formulate the therapy sessions.

Under the General Data Protection Regulations (effective from 25th May 2018) you have the following rights:

The GDPR includes the following rights for individuals:

- the right to be informed (which is why we have produced this policy).
- the right of access (if you wish to see your file then please make a request in writing to Susan Rodrigues, the Data Processor. We will provide you with the information within 30 days of your request).
- the right to rectification (this is your right to request changes to any information we hold that is factually inaccurate. If you believe any of the information we hold about you is incorrect then please let us know as soon as possible and we will make the appropriate changes)
- the right to erasure (given the nature of our work we are required to hold our details for a period of 7 years, after this your information will be securely destroyed.)
- the right to restrict processing (we will only use the information for the purposes that we have stated: most standards of confidentiality applied in professional contexts are based upon the Common Law concept of confidentiality where the duty to keep confidence is measured against the concept of “greater good”).
- the right to data portability: we will not share your information, other than in the situations described above, without your specific consent.
- the right to object (we will not contact you for marketing purposes unless you have given us specific agreement to do so)
- the right not to be subject to automated decision-making including profiling (we will not use your information for profiling purposes).

Cookies

Cookies are small files which ask permission to be placed on your computer's hard drive so that we can analyse web traffic to our site. Through this we can see which of our website's pages are being viewed and are of interest. Most web browsers automatically accept cookies but you can modify your setting to decline them if you prefer. If you choose to do this you may find you cannot make full use of our website.