**Margót Rose Privacy Notice**

We are committed to protecting your privacy, when processing your personal information, this privacy notice provides details about the information we collect about you. Please read carefully, you are you considered to have accepted our privacy notice when you first use our site.

In this privacy notice, ‘**we’, us and ‘our’ mean** MichaelaMiddleton **T/a Margot Rose.**

**Our contact details**

**Name**: Michaela Middleton T/a Margót Rose

**ICO registered reference**: ZB632520  x

**Contact number**: 07368435612

 x

**E-mail**:enquiries@margotrosecounselling.co.uk

**Website:** www.margotrosenaturetherapy.co.uk

If you have any questions about this privacy notice, please contact Michaela Middleton T/a Margót Rose at enquiries@margotrosecounselling.co.uk

**Use of site by children**

We **do not** sell products **or provide services for purchase by children**, if you are under 18, you may use our website only with **consent** from a parent or guardian.

**The type of personal information we may collect**

We currently collect and process the following information:

* **Standard personal information**, (this is information we use to contact you) through your contact with us:
* Your name
* Your date of birth
* Address
* Contact details
* Your GP contact details/medical history
* We may collect information from doctors, other clinicians and health-care professionals.
* Website stats
* Nationality
* Religion

**Special category information includes**:

Information about your mental or physical health (we may get this information from application forms you have filled in, from an initial consultation prior to talking therapy treatment commencing).

* Details of any contact we have had with you, treatment notes, any complaints or incidents.
* Financial details, such as details about your payments and your bank details.

**Information we collect automatically**

Whenever you visit our site, we may automatically collect the following information:

Technical information, we may collect information about the type of device you use to visit our site, the internet protocol (IP)

Information about your visit, including what you click on, pages you view or search for, page response times, download errors and any phone number used to call our therapy service.

Like many websites, we use cookies to improve your experience and gather information about visits to our websites. For detailed information on the cookies, we use and their purposes, please refer to our cookie policy.

**Sharing your information**

We sometimes need to share your information with other people or organisations for the purposes set out in this privacy notice

* The police and other law-enforcement agencies to help them perform their duties, or with others if we have to do this by law or under a court order.

**How we get the personal information and why we have it**

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

* Necessary to provide the services that is set out in a contract, that is to provide you with our services.

Under the UK General Data Protection Regulation (UK GDPR), we will only process your personal information if any of the following apply, the lawful bases we rely on for processing this information are:

1. **Your consent. You are able to remove your consent at any time. You can do this by contacting, Margót Rose at, enquiries@margotrosecounselling.co.uk**
2. **We need to process the information to enter into a contract with you, or to meet our obligations under a contract we have with you.**
3. **We have a legal obligation.**

**How we store your personal information**

To protect your information, we have put in place suitable physical, electronic and managerial procedures to protect information collected through our site. Only authorised people who need your information for business purposes will have access to it. They will only process your personal information that we instruct them to, and they must keep the information confidential.

**Your information is securely stored.**

We keep electronic/physical personal information, we will then securely dispose of your information, in accordance with established policies. Our disposal schedule identifies, class of records, the retention period for each class and the disposal of information at the end of the retention period. For further information around how your information is stored and destroyed, please contact, enquiries@margotrosenaturetherapy.co.uk

**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 Margót Rose at, enquiries@margotrosecounselling.co.uk, or alternatively contact, 07368435612, if you wish to make a request.

**Changes to this privacy notice**

If we make changes to this privacy notice, we will update such changes on our websites, or where necessary, we will email you directly.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Margót Rose at enquiries@margotrosecounselling.co.uk

You can also complain to the Information Commissioner’s Office (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

www.[ico.org.uk](https://ico.org.uk/)