



Integrated Health Therapies/ Hypnosis Tralee Privacy Statement

The General Data Protection Regulation (GDPR) is a new legal framework that sets guidelines for the collection and processing of personal information of individuals within the European Union (EU). ... GDPR will come into effect across the EU on May 25, 2018.

Integrated Health Therapies and Hypnosis Tralee (IHT) are committed to protecting and respecting your privacy in compliance with the Data Protection Acts 1988 and 2003 (as amended) and GDPR.

As Hypnotherapists, Energy workers and Homeopaths, IHT often hold some very private and sensitive information about its clients. Many of the points covered in GDPR are in fact part of the Code of Conduct required by National Guild of Hypnotists (NGH) and other professional organisations.

Typically for all new clients IHT take the following information:

- Name
- Contact details- email address, address, phone number
- Date of birth
- Next of kin
- Medications
- Medical history
- Name of GP/Counsellor

IHT does not take credit card or bank details from its clients. IHT does not store information on the web pages you have accessed.

Your personal information is not stored electronically, but in paper format and is stored securely.

At your first appointment with IHT, your personal details will be taken and you will be requested to sign a form which allows IHT to contact you by phone/email/text with regard to your next

appointment and to allow IHT to email your audio inductions and where necessary a text file including exercises to be conducted by the client in between sessions.

From May 25th 2018, when GDPR comes into effect, Clients of Integrated Health Therapies/Hypnosis Tralee will have the right to:

- Access any of this information & all content that forms part of their notes and records. All information should be in such a form that the client is able to understand them.
- Clients will be informed if their personal information has been forwarded to a third-party (healthcare professional, Doctor, insurer or school, employer, etc). As a general principle except in the case of Child protection/suicidal ideation/risk of self-harm, criminal act, client information will not be passed onto a third party without the client's permission.
- Any invalid information will be corrected. For example, if the client stated they were on a particular medication and got the name of that medication wrong, this will be corrected as soon as IHT are aware that the information is wrong. If this information was passed on to any third parties, they will be notified to ensure that it is corrected in their records.
- Clients will have the right to have their personal data deleted if they move to another hypnotherapist. In this case the client should demonstrate that IHT no longer needs the information because IHT is no longer working with the client, or the client can at any time withdraw consent for IHT to hold their information.
- IHT will also inform any third-parties to which IHT has sent that clients information that IHT has deleted the clients data.
- Clients have the right to prevent further use (or processing) of their information.
- Clients can request that a copy of their notes be sent them to their new hypnotherapist/homoeopath/energy therapist. This will be done in a pdf file.
- Clients can request IHT to stop sending emails.

IHT do not contact clients for marketing purposes. IHT do not send newsletters to clients. Marketing is done through IHT's website.

IHT do not use client information for profiling.

IHT take appropriate measures to protect all client's data and records.

Clients will be informed of how IHT are using their personal information at the first session.

How long will IHT keep your personal information?

Your personal information will be kept for 3 years after your last appointment. Then all data will be deleted.

How can you access and update information IHT holds about you?

You have the right to ask in writing to see your records, to amend your records or to have your records erased. If you change email address or if any of the information we hold is out of date, please contact us at annemarietralee@gmail.com.

Under the legislation you have the right to request a copy of the information IHT holds about you. We will comply with your request within 30 calendar days of a written receipt. Please email annemarietralee@gmail.com for a copy of the information held about you.

Securing of your information

When you give IHT personal information, we take all reasonable steps to keep it secure. Non sensitive details (your email address, etc) are transmitted normally over the Internet and this cannot be guaranteed to be 100% secure. IHT cannot guarantee the security of any information you transmit to us through email/post and you do so at your own risk. Once we receive your information, we use reasonable organisational precautions to prevent the loss, misuse or alteration of your data.

Integrated Health Therapies will notify clients if 'critical information' about them has been inappropriately accessed. For example if clients address, DOB, and any other personal information was accessed by an unauthorised person this would in all probability be deemed to be a 'critical breach' and clients will be notified (along with the appropriate regulatory body).

Client's personal information will not be transferred outside of the EU.

This statement will be reviewed periodically.

