

DATA PRIVACY NOTICE

(Peaceful Practice)

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

Peaceful Practice is the data controller (contact details below). This is an holistic health therapy organisation. Any personal data that we collect will only be in relation to the work we do with our users and through our relationship with supporters, donors and funders.

3. How do we process your personal data?

Peaceful Practice complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To inform you of classes, courses, events, news and offers from Peaceful Practice.
- To administer client or student records
- To be able to teach/treat clients safely & appropriately to their needs
- To maintain our own accounts and records of treatments & therapies offered & to track outcome of treatments.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services.
- Processing is necessary for carrying out obligations under employment as a massage, Reiki & yoga therapist
- Processing is carried out provided there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential. We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so, for example if it was agreed that a referral to another therapist/physician was in your interest..

6. How do we protect personal data

We take appropriate measures to ensure that the information discussed to us is kept secure, accurate and up to date and kept only for as long as necessary for the purpose for which it is used.

7. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Peaceful Practice Data Protection Policy. Specifically, we are obliged to retain our supporter database while it is still current; and associated paperwork for up to 5 years after the calendar year to which they relate for massage/Reiki clients and, in the case of yoga students, for as long as you continue to be a student of Peaceful Practice.

8. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Peaceful Practice holds about you;
- The right to request that Peaceful Practice corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Peaceful Practice to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data,
- The right to lodge a complaint with the Information Commissioners Office.

9. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

10. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Office Manager at Peaceful Practice, 12 Christchurch Way, LONDON SE10 9ALor email info@peacefulpractice.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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