

PRIVACY NOTICE

What is a privacy notice?

Under the data protection law (General Data Protection Regulation (GDPR)), you, as a client of East Finchley Reiki/Karen Finn, have specific rights. To communicate these rights to you in a clear and concise manner, I am providing you with this privacy notice.

Who am I?

I am Karen Finn, owner of East Finchley Reiki, Tel: 07732.178.702, Email: info@eastfinchleyreiki.com. I provide Reiki treatments in my clients' homes and in treatment rooms let to me by Restore Health & Wellbeing at Yoga Balance, Unit 2, 2 Lambert Way N12 9EP. For the purposes of processing your personal data I am the sole controller and processor of data as defined by the GDPR. I am your first point of contact for any queries regarding the use of the personal data that I hold about you. Should you visit the websites of Restore Health & Wellbeing and Yoga Balance, your rights are governed by their privacy policies.

What is personal data?

Personal data is information relating to an identified or identifiable person. Examples include an individual's name, address, date of birth, telephone number and email address. Personal data also includes special categories of data, such as that relating to an individual's health.

What personal data do I record and process?

I record, process and retain categories of personal data that may include:

- Name, address, date of birth, gender, telephone number, email address
- Health and social data
- Details of your treatment and care
- Details of contact between yourself and East Finchley Reiki and financial transactions with East Finchley Reiki

To do this, I ask for your consent.

I may also record, process and retain anonymous information about your use of this website, including pages viewed and the resources that you access. Such information includes traffic data, location data, browser usage, operating system and other communication data. Such information will not identify you personally but helps me judge how my website is performing.

What do I use your personal data for?

I use your personal data:

- To provide you with the most appropriate and timely treatment
- To monitor and keep records of my communications with you
- To help me manage and audit my business operations including accounting
- To comply with legal and regulatory obligations

I do not use any automated decision making or profiling in respect of your personal data.

Sharing your personal data

I will not sell, distribute or lease your personal information to third parties unless I have your explicit permission or am required by law to do so. I may use your personal information to send you promotional information about third parties which I think you may find interesting if you tell me that you wish this to happen.

Retaining your personal data

Data may be recorded both electronically and/or on paper. I ensure that policies are in place to keep your data confidential and secure. Your personal data will only be retained for **8** years after your last treatment for adults and up to the age of **25** if your last treatment was as a child (under **17** years old) to comply with regulatory requirements.

What are your rights under data protection laws?

You have legal rights governing the use of your personal data. They are:

- The right to be informed about your personal data being processed
- The right to access your personal data
- The right to rectification (correction of inaccuracies) of your personal data
- The right to erasure of your personal data
- The right to restrict the processing of your personal data
- The right to data portability (to move, copy or transfer) your personal data
- Rights in relation to automated decision making and profiling

Should you wish to exercise any of these rights please contact me at info@eastfinchleyreiki.com or **07732.178.702**. I will comply with your request without undue delay once I have verified your identity.

You have the right to complain to the Information Commissioner's Office, which enforces the data protection law, via their website at www.ico.org.uk.

Changes to this privacy notice

I may change this privacy notice from time to time to reflect changes in law or privacy practices. I encourage you to check the privacy notice posted on www.eastfinchleyreiki.com for any changes.