

Ann Singleton
Reiki Master Teacher

This is the privacy policy that applies to <http://www.ansingletonreikimaster.co.uk>
Ann Singleton - Reiki Master Teacher. I am committed to ensuring your privacy is protected under the Data Protection Act 1998 and under General Data Protection Regulation (GDPR) which came into force in May 2018.

Website: This website does not capture and store any personal information about an individual, except when he or she chooses voluntarily to give personal information via email or enquiring about any relevant information. In these circumstances any personal information supplied will only be used for its intended purposes, unless any wider purposes are specified in the forms, upon which the information is supplied or, at the point of collection on the website, in which case the information may be used for any wider purposes.

Disclosure: www.ansingletonreikimaster.co.uk (Ann Singleton) will only hold information for as long as necessary, for the purpose it was intended for. Personal information will not be disclosed to any 3rd parties.

Users 16 & Under: Please seek parental/guardian permission before providing any personal information to this website or via email to contactansingleton@gmail.com

Data Protection: www.ansingletonreikimaster.co.uk (Ann Singleton) will process any information that is collected via the website or *during face to face consultations* for therapies/treatments & teaching in accordance with Data Protection Act 1998 and General Data Protection Regulation (2018)

Storing your Information: Your information is stored both on an encrypted computer/secure website and within a lockable filing cabinet.

Retaining your Information: You have the right to ask me to destroy your records at any time if you wish to terminate our working relationship. Otherwise adults records are retained for eight years following our last date of contact. Childrens records are retained until their 25th or 26th birthday, depending on the exact age of the child when their treatment ended.

Accessing your Information: Your records are accessed by myself, either for clinical or retail purposes. You have the right to request a copy of your records at any time.

Sharing your Information: Your information will be kept strictly confidential unless there are legal grounds for me to disclose something which you have told me to a third party. I shall always inform you if I feel that a disclosure is necessary and seek your permission and co-operation first.

Complaints: For any reason you are unhappy with how I am handling your data, please raise your concerns with me first, so that we can seek a resolution. If you are still not satisfied, then you have the right to complain to the Information Commissioner's Office (ICO).

<http://www.gov.uk/dataprotection>

<http://ico.org.uk/for.../guide-to-the-general-data-protection-regulation-gdpr/>