

# Code of Practice and Ethics



Mind In Time has a duty of care towards its client/animal; it is with this in mind that our Code of Practice relates to.

## Confidentiality

All records and data are entirely confidential. No disclosure can be made to any third party unless it is required by a court of law. If for any reason your records are needed to help with your/animal treatment provided by a professional body then the client/owners written consent must be obtained. Mind In Time complies with The General Data Protection Regulation 2018.

## Dignity and Respect

During any treatment received the client will always be treated with dignity and respect regardless of race, age or gender. At all times the client/animal will be treated with a positive and competent manner so creating uplift in the client/animals mental being.

## Disease

Mind In Time will not treat any person/animal that has a contagious disease, if no medical advice has been received you will be advised to see their GP/VET, and this will then be recorded on their notes.

## Duty of Care

Any advice or treatment from Mind In Time will conform to update laws and practices for the relevant Complimentary Therapy so avoiding any adverse effect on the client's human/animal rights. Mind In Time will be unable to take clients on from their NHS caseload unless a consultant has adhered to the relevant policy outlining self employment under NHS working practices.

Mind In Time will never enter into any sexual relationship with a client and will always be diligent in guarding against any suggestion, act or statement that could be misinterpreted.

## Ethics

Mind In Time will only provide Therapies that they are qualified to perform. Mind In Time will never diagnose, perform tests, prescribe, administer or give out medical advice; it is the client/owners responsibility to take care of their own/animal medications, physical and mental health. Mind In Time will maintain and improve their professional knowledge so developing a portfolio which meets the requirements of their professional organizations.

## Insurance

Hiscox Insurance Company Limited & Holistic Services Insurance.

## Get in touch today

Call Julie on 07532 159431 Email: [julie@mindintime.co.uk](mailto:julie@mindintime.co.uk) [www.mindintime.co.uk](http://www.mindintime.co.uk)

## Working Conditions

Mind In Time treatments are mobile based meaning they have a right to refuse to give treatments if there is a threat to their own health and safety.

## The General Data Protection Regulation 2018

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

The General Data Protection Regulation (GDPR) gives all EU citizens more rights and protections for their personal data, to minimise the possibility of theft and fraud.

- Your right of access: You have the right to ask for copies of your personal information.
- Your right to rectification: You have the right to ask us to rectify 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 information in certain circumstances.
- Your right to object to processing: You have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests.
- Your right to data portability: This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

## Data Protection Act 1998 requirements

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Processed in line with your rights
- Secure
- Not transferred to countries without adequate protection

[www.gcmt.org.uk](http://www.gcmt.org.uk)