

Privacy Policy Notice



The policy: This privacy policy notice is for this website; www.mindintime.co.uk The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

Policy key definitions:

- "I", "our", "us", or "we" refer to the business, Mind In Time.
- "You", "the user" refers to the person(s) using this website.
- GDPR means General Data Protection Act.
- PECR means Privacy & Electronic Communications Regulation.
- ICO means Information Commissioner's Office.

Cookies mean small files stored on a user's computer or device.

Who are we? Mind In Time Complementary Therapies for people and Animals are sole traders offering best practice in their trained complimentary therapies. The services offered enable the client/animal to maintain their mental and physical wellbeing.

Collecting information. We may collect personal data from you during your consultation, appointment bookings, phone call, and email and text message or from when you agree to take a service from us; this may include your contact details, date of birth, email address.

Processing of your personal data. Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

- Lawful basis: Legitimate interests

The reason we use this basis: For commercial interest, social benefits and for client benefits from other professions if needed.

We process your information in the following ways: Processing is necessary for the performance of Mind In Time. Photograph processing and written testimonials will be either electronic (website, Facebook, Newsletter) or paper format (Flyers, Newsletter, posters) this list is not exhaustible.

Data retention period: Until the client decides to opt out or for HRMC (5 years).

Sharing your information: We do share your personal information with third parties and they include;

Photographic material for Mind In Time website only, we cannot be responsible for third parties copying photographic material, Face book photographic and testimonial and other professions if there is a need for their interventions.

- Lawful basis: Contract

The reason we use this basis: For all parties be client/owner to be in agreement of the treatments agreed during the consultant and for payment of treatments received.

We process your information in the following ways: Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

Data retention period: We shall continue to process your information until the contract between us ends or is terminated under any contract terms.

Sharing your information: We do share your personal information with third parties and they include; court of law if required, other mental/physical health professions if there is a need.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

Using your personal data

- To help us identify you when you make contact with us.
- To help us identify and record your care/treatment plan and offer best practice in the relevant therapy.
- To allow us to contact you about new products, offers and events.
- Photographic material to be used for website, newsletters, flyers, posters, face book only via written permission to share.

Your individual rights

Under the GDPR your rights are as follows.

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;

Continued...

Get in touch today

Call Julie on 07532 159431 Email: julie@mindintime.co.uk www.mindintime.co.uk

Privacy Policy Notice cont.



- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data. We handle subject access requests in accordance with the GDPR.

Internet cookies. Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit www.aboutcookies.org or www.allaboutcookies.org. <https://ico.org.uk/global/cookies/>

Find out how to manage cookies on these popular browsers: Visit: <https://ico.org.uk/global/cookies/>

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Microsoft Internet Explorer
- Opera
- Apple Safari

To find information relating to other browsers, visit the browser developer's website.

Data security and protection. We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

Transparent Privacy Explanations. These rules stipulate that information or communication to data subjects must be concise, transparent, intelligible and easily accessible, and use clear and plain language. In other words, the information should not contain technical or specialist language or terminology." Furthermore, information or communication must be provided to data subjects "in writing, or by other means, including where appropriate, by electronic means" or orally upon request. Lastly, the information or communication must be provided "free of charge,"

Sponsored links. Our website may contain adverts and sponsored links on some pages, we do not control the actual adverts seen / displayed by advertising. Advertising may collect data and use cookies for ad personalisation and measurement. Where ad preferences are requested as 'non-personalised' cookies may still be used for frequency capping, aggregated ad reporting and to combat fraud and abuse. Clicking on any adverts may track your actions by using a cookie saved to your device. You can read more about cookies on:

www.aboutcookies.org

www.allaboutcookies.org

<https://ico.org.uk/global/cookies/>

Email marketing messages & subscription. Under the GDPR we use the legitimate interest's lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. Email marketing messages that we send may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of data such as; times, dates, IP addresses, opens, clicks, forwards, geographic and demographic data. Such data, within its limitations will show the activity each subscriber made for that email campaign.

Any email marketing messages we send are in accordance with the GDPR and the PECR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences / the information we hold about you at any time.

Contact

If you have any questions about this privacy policy or our treatment of your personal information; please write to us by email to:

Julie@mindintime.co.uk

Get in touch today

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