Cheryl Warren Art Therapy Privacy Policy

**Contact details:**

Name: Cheryl Warren

Address: 71 Burnside Cambridge CB1 3PA

Phone Number: 07450 850019

E-mail: cheryl@cherylwarrenartherapy.com

**The type of personal information I collect:**

I currently collect and process the following information:

* Name and contact details

**How I get the personal information and why I have it:**

Most of the personal information I process is provided to me directly by you for one of the following reasons:

* To arrange and discuss therapy appointments.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time. You can do this by contacting me directly.**

**(b) I have a contractual obligation.**

**(c) I have a legal obligation.**

**(d) I have a vital interest.**

**How I store your personal information:**

Your information is securely stored.

I keep contact details for 1 year. I will then dispose of your information by permanently deleting all records.

**Your data protection rights:**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask me for copies of your personal information.

**Your right to rectification** - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask me to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at cheryl@cherylwarrenartherapy.com if you wish to make a request.

**How to complain**

If you have any concerns about my use of your personal information, you can make a complaint to me at cheryl@cherylwarrenartherapy.com

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>