

CLIENT CONFIDENTIALITY STATEMENT

CONFIDENTIALITY AND USE OF CLIENTS INFORMATION

In terms of General Data Protection Regulation 2018 the information provided on this form is confidential and it is stored securely within the Community Foundation for Planetary Healing [known hereafter as The Planetary Healing Centre] and after a period of 5 years is confidentially destroyed.

For the purpose of your present and future contact with the Planetary Healing Centre, details of your contact and care will be recorded on our mobile phone, – so that we can send you a reminder a day before your session with us and/or call you if necessary - The Planetary Healing Centre's files, - in order to register with us, you need to provide certain details (name, postcode, contact number, emergency contact, medical practice, etc.), some of them required by law, others for internal use - appointment book – it is the centre's procedure to register client's name, contact number and type of session in our appointment book in order to minimize mistakes - and mailchimp if you wish to receive our occasional newsletter. In addition, some use may be made of this information for research purposes and to indicate the kind of future services which clients may require; some will be processed in computer. We do not sell or share personal data to third parties. If you believe there is a problem with the way we handle your data, you have a right to complain to the Information Commissioner's Office (ICO).

Within 72 hours after detection of breach of information, we will put into action measures that will stop this breach; report to ICO, police and clients where it is likely to result in a risk to the rights and freedoms of individuals

Our Data Protection Officers (DPOs) are Grigorios Karastamatis and Ana Duarte. They will collect, process and securely store your personal data.

At all times great care is taken to ensure that high standards of confidentiality are maintained in respect of all information held. GDPR gives you the right of access to any personal information which we may hold about you, either in manual records or on its computers. If you wish to apply for access to our data we have up to a month to comply. We can, however, refuse a request. We will tell you why and that you have the right to complain to the supervisory authority and to a judicial remedy. If you would like more information about your rights under GDPR, you should, in the first instance, contact the Project Manager, in writing, at 288 Portobello High Street, EH15 2AS

I understand that the information I give to the staff of any of the Planetary Healing services during a session is held in strict confidence with the organisation's staff and no information will be passed to anyone outwith the service without my consent, except in circumstances of risk of serious harm to myself or to others as detailed in the Planetary Healing Centre's Child Protection/Vulnerable Adults Policies, copies of which are available on request. Even in these exceptional circumstances attempts will be made to involve me in decisions about how the disclosure should be made as long as this delay does not create further risk to others or myself.

Full name: _____ **Signature:** _____

Date: ___/___/___

Additional use of DATA

I give my permission to have any written comments on my experience of attending Planetary Healing services to be used anonymously for evaluation purposes and/or publicity **YES / NO**

I am willing to be contacted on an ongoing basis over the next 1–5 years to continue to give feedback on the service I have received from the Planetary Healing Centre and how it assisted me in my development/reaching my goals. **YES / NO**

I give permission for Planetary Healing Centre to contact any agencies I am signposted to regarding my development/involvement with them. **YES / NO**

I give permission for Planetary Healing to email me newsletter with general updates **YES / NO**