



Victoria Kubiak APNT (Dist), Dip ONC (Dist)

HEALTH CARE THERAPIST

164 Old Church Rd Clevedon
North Somerset BS21 7TU

T: 01275 876688

info@victoriakubiak.co.uk

www.victoriakubiak.co.uk

Victoria Kubiak

Privacy Notice

Scope

This document refers to personal data, which is defined as information concerning any living person (the Data Subject) that is not already in the public domain.

The General Data Protection Regulation (GDPR), which is EU wide and far more extensive than its predecessor the Data Protection Act, along with the Privacy and Electronic Communications Regulations (PECR), seek to protect and enhance the rights of EU data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU and its storage within the EEA.

1. Your Therapist, Victoria Kubiak, based at Sneyd Park, Bristol and Clevedon, which hereafter for the purposes of this Privacy Notice will be referred to as the Therapist, is pleased to provide the following information:
2. The Therapist aims to support the wellbeing of the client and treat various health conditions. Treatments are carried out in accordance with BANT and APNT organizations. The Therapist may also provide other treatments, about which more details can be provided upon request.
3. **Personal Data**
 - a) During your initial appointment notes taken may include details concerning your medication, treatment and other issues affecting your health. This data is always held securely and is not shared with anyone not involved in your treatment. To be able to process your personal data it is a condition of any treatment that you give your explicit consent to allow the Therapist to document and process your personal medical data. Contact details provided by you such as telephone numbers, email addresses, postal addresses may be used to remind you of future appointments and provide reports or other information concerning your treatment. As part of our obligations as primary healthcare practitioners there may be circumstances related to your treatment, ongoing care or medical diagnosis that will require the sharing of your records with other healthcare practitioners, if this is requested by you. All records are handwritten and are not entered or saved on a computer.
 - b) The Therapist may also use the contact details provided by you to respond to your enquiries, including making telephone contact and emailing to you information, which is believed to be of interest to you.
 - c) The Therapist will only collect information needed to provide you with the service you require and will not sell or broker your data.
4. **Legal basis for processing any personal data**

To meet contractual obligations obtained from explicit Patient Consent and legitimate interest to respond to enquiries concerning the therapy provided.
5. **Legitimate interests pursued by The Therapist**

To promote treatment for patients with all types of health problems indicated for Nutritional, Allergy and Aromatherapy care.

Allergy Therapy
Nutritional Counselling
Cookery Demonstrations
Wellbeing Presentations
Clinical Aromatherapy
Aroma Facials



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6. Consent

Through agreeing to this Privacy Notice you are consenting to the Therapist utilizing your personal data for the purposes outlined. You can withdraw consent at any time by using the postal, email address or telephone number provided at the end of this Privacy Notice.

7. Disclosure

The Therapist will keep your personal information safe and secure.

8. Retention Policy

The Therapist will process personal data during the duration of any treatment and will continue to store only the personal data needed for eight years after the contract has expired to meet any legal obligations. After eight years all personal data will be deleted, unless basic information needs to be retained to meet future obligations to you.

9. Your rights as a data subject

At any point, whilst the Therapist is in possession of your personal data, all data subjects have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data I hold about you to be erased from my records.
- Right to restriction of processing – where certain conditions apply you have a right to restrict the processing.
- Right of portability – you have the right to have the data I hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.

In the event that the Therapist refuses your rights under rights of access, you will be provided with a reason as to why, which you have the right to legally challenge. At your request, the Therapist can confirm what information is held about you and how it is processed.

10. Complaints

In the event you wish to make a complaint about how your personal data is being processed by the Therapist you have the right to complain. If you do not get a response within 30 days you can complain to the ICO.

The details for each of these contacts are:

Telephone 01275 876688 or email info@victoriakubiak.co.uk

164 Old Church Road, Clevedon, North Somerset BS21 7TU

ICO

Telephone 0303 123 1113 or email <https://ico.org.uk/global/contact-us/email/>

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