



GDPR Policy

At **Sarah Marie Hypnotherapy**, your privacy is of utmost importance. This Privacy Notice explains how I, **Sarah Tucker**, Solution Focused Hypnotherapist and sole trader, handles your personal information in accordance with the **General Data Protection Regulation (GDPR)** and the **National Council for Hypnotherapy (NCH) Code of Ethics**.

Who is Responsible for Your Data?

As the owner of Sarah Marie Hypnotherapy, I act as both the **Data Controller** and **Data Protection Officer**.

Trading Name: Sarah Marie Hypnotherapy

Telephone: 07855630203

Email: sarahmariehypnotherapy@gmail.com

Data controller: Sarah Tucker

ICO Registration Number: **ZB905750**

Sarah Marie Hypnotherapy is registered with the **Information Commissioner's Office (ICO)**. Learn more about your rights at: <https://ico.org.uk>

Why I Collect Your Information

Your personal data is essential to:

- To gain consent for hypnotherapy sessions
- Create a tailored treatment plan
- Provide safe, effective hypnotherapy
- Maintain accurate records for professional and legal compliance
- Process payments and communicate with you about appointments

While you are not legally required to share personal data, without it, I may be unable to offer an effective therapeutic service.

What Personal Information I May Collect



I may collect:

- Your full name and contact information
 - Medical history and current health conditions
 - Social, family, and professional background
 - Lifestyle details, hobbies, and interests
 - The specific issues you are seeking help for
 - For clients under 18, parental or guardian consent and information is also required
 - Website usage data - such as IP address, browser type, and how you use this website (via cookies or analytics tools)
 - Payment information - only if invoicing is required (I do not store card details)
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How I Collect Your Information

Most data is collected directly from you. I may also receive data from:

- Parents/guardians (if you are under 18)
 - Referring professionals (e.g., employer or GP)
 - Other health or care providers, with your consent
 - When you book or attend hypnotherapy sessions (in person or online)
 - When you browse my website (cookies/analytics)
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How Your Information Is Used

Your data is used to:

- Deliver personalised hypnotherapy services including what you would like to achieve from hypnotherapy, some basic medical information, contact details, GP contact details and some basic information about your important others.
- Communicate with you between sessions
- Maintain regulatory and insurance records
- Process payments
- To comply with professional and legal obligations

This information allows Sarah Marie Hypnotherapy to provide continuity within the sessions, in order to help you towards your goal. This information will allow Sarah Marie Hypnotherapy to refer to content of earlier sessions and previous discussions. Sarah Marie Hypnotherapy will only use your contact details and GP's details with your explicit consent.



How Will My Data Be Stored and Secured?

Your data will be securely stored using:

- Digitally encrypted files on password-protected devices
- Secure cloud storage with two-factor authentication
- Paper records stored in a locked cabinet in a secure location
- Your data is never shared with third parties without explicit consent, except where required by law

Access to your data is restricted to me, unless legally or ethically required to share.

How Long Will You Hold My Information

In line with the National Council for Hypnotherapy (NCH) Code of Ethics and professional guidance:

- **Adult clients:** Records are held for **8 years** after the last session.
- **Clients under 18:** Records are held until the client turns 25, or 26 if aged 17 at the end of therapy)
- Records are securely destroyed in the January following the relevant date.

After this period, all records are securely destroyed or deleted.

Can I Request My Data Be Destroyed Sooner?

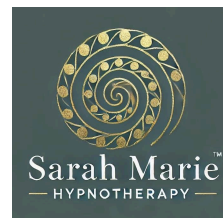
Yes. You may request deletion of your data under the **right to erasure**. However, legal or ethical responsibilities (e.g. safeguarding) may delay immediate deletion. Also Insurance companies advise that deletion of a clients data cannot occur before the minimum term (see above) has expired.

Can I Access the Information You Hold About Me

Yes. Under GDPR, you may:

- Request a copy of all data held about you
- Request corrections to inaccurate data
- Request deletion or restriction of your data

Responses will be provided within **30 days** of your request. Also please note that Sarah Marie Hypnotherapy insurance company's legal team may wish to verify any information that has been requested to be sent out.



Why is the information collected?

Yes, all sessions are confidential unless:

- There is a risk of serious harm to you or others
- I am required to share information by law
- You provide written consent for information to be shared
- You are referred by an employer under an agreed information-sharing policy

Anonymised case information may be shared in supervision or training.

Are Our Sessions Confidential?

Yes, all sessions are confidential unless:

- There is a risk of serious harm to you or others
- I am required to share information by law
- You provide written consent for information to be shared
- You are referred by an employer under an agreed information-sharing policy

Anonymised case information may be shared in supervision or training.

What Happens if I See You Outside of a Session?

To protect your privacy, I will not initiate contact or acknowledge our therapeutic relationship unless you do so first. Sarah Marie Hypnotherapy is obliged by GDPR to protect your confidentiality at all times.

Will You Discuss My Information With Other Professionals?

Only with:

- Your written, explicit consent
 - Legal requirement or safeguarding responsibilities
 - A pre-agreed information-sharing process (e.g., employer referral)
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COVID-19 and Public Health

In line with public health guidance, if I (or someone in my household) test positive for a notifiable illness such as COVID-19, your **contact details only** may be shared with NHS Track & Trace or other relevant authorities.



Your Rights Under GDPR

You have the right to:

- Be informed about how your data is used (this policy serves that purpose)
 - Access your personal data
 - Correct inaccuracies
 - Request erasure
 - Restrict processing
 - Object to specific uses of your data
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Cookies and Website Analytics

This website may use cookies and basic analytics (such as Google Analytics) to understand how visitors use the site. This helps improve the content and user experience.

- You can disable cookies in your browser settings at any time.
 - No personally identifiable information is collected through cookies.
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Concerns or Complaints

If you are concerned about how your data is handled, you can file a complaint with the ICO.

More info: <https://ico.org.uk/your-data-matters>
