

Step into Wholeness Privacy Policy

My contact details

Name: Emma Versteeg

E-mail: stepintowholeness@posteo.net

The type of personal information I collect

I currently collect and process the following information:

- Personal identifiers and contact details including name and telephone number
- Indirect information from site visitors including IP address in order to monitor internet traffic.
- Personal information about your health and wellbeing if you proceed with booking.

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:

- Initial contact via email with queries or to book a session (this will be kept for 6 months)
- Should you choose to book, I will ask you to fill out a client intake form with personal identifying information and reasons for booking. I will also make short anonymous notes during sessions which you can ask to view at any point. These will be destroyed 7 years after treatment finishes
- I also receive information indirectly from site visitors including IP address in order to monitor internet traffic, I may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.
- I use the information that you have given me in order to contact you and to provide the best, most appropriate treatment.
- Your information is not shared with any 3rd parties apart from the following rare circumstances:
 - With your consent
 - If I have reason to believe you or another person to be at risk of harm.

- Where I am required to by law.

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting stepintowholeness@tutanota.com

(b) To facilitate sessions.

How I store your personal information

Your information is securely stored either in hard copy form in a locked filing cabinet, or in a password protected folder on a personal device which is only accessed by me.

I keep information from initial contact emails for 6 months which will then be permanently deleted. Information gathered for treatment purposes will be kept for 7 years, after which it will be permanently erased/shredded.

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 session notes at any time.

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

Please contact me at stepintowholeness@tutanota.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to me at stepintowholeness@tutanota.com