

Chris Moseley

Access Therapy

<https://www.access-therapy.org>

AccessTherapy@outlook.com

How will I use your information?

I process personal information shared with me to provide and operate the service and to comply with any applicable laws and regulations. I carefully safeguard any personal information that I hold.

I use a website hosted by Wix; you can read out about their website privacy policy here.

<https://www.wix.com/about/privacy>

My website uses cookies (necessary, functional and analytical) to help it work more effectively. By continuing to browse the site, you are agreeing to the use of cookies. You can change your cookie settings in your browser. More information about cookies and their use on the internet can be found in the Microsoft Cookies guide <https://support.microsoft.com/en-us/topic/description-of-cookies-ad01aa7e-66c9-8ab2-7898-6652c100999d> and on the All About Cookies website <https://www.allaboutcookies.org/>. I use Google Analytics to understand how to improve the service I offer – you can read their privacy notice here.

<https://policies.google.com/privacy?hl=en-US>

Before we begin working together, I will send you a user agreement, will tell you how information provided within sessions will be used. As outlined in my terms of service, under exceptional circumstances, it may be necessary to share it with other services and organisations. By signing a user agreement, you grant me permission to process personal data which you have provided to me. I will not share your information with any third parties unless:

- you have consented to this
- it is as part of our duty to protect yourself, a child, a vulnerable adult, or the public
- I am required to do so by a court of law or relevant regulatory authority

I communicate by text, email and other digital methods, such as WhatsApp. You can select your communication preferences in the user agreement.

Where do I store information?

I will store any personal information you provide securely and will control who has access to it. I do not use hard copy documents and electronic documents and your contact details will be stored securely on a password-protected cloud service. I will not store your phone number in a phone.

If you fill in a form on my website, that data will be temporarily stored on the web hosting site before being sent to me.

At the end of our work together, I will securely retain your contact details for seven years; this is standard data protection. At the end of this period, your details will be fully deleted.

I will appoint a responsible person to contact you in the event of my incapacity or if I am involved in an emergency.

How do I find out more?

You can find out if I hold any personal information about you by sending a request to AccessTherapy@outlook.com If I do hold information about you, I will:

- give you a description of it
- tell you why I am storing it
- tell you who it could be shared with
- let you have a copy of the information
- delete the information if you request me to do so

Please be aware that I may withhold information from you or provide you with edited documents if legal exemptions apply.