

Jacqui Page – Bereavement Counsellor

PRIVACY STATEMENT

In order to operate efficiently, I will collect and use information about people with whom I work and regard the correct treatment of personal information as very important to my successful operation and to maintain confidence with those with whom I carry out business.

Personal information collected, held and used, whether it is on paper or electronic, will be handled and dealt with lawfully and correctly. This personal information will be collected from members of the public, current, past and prospective, clients, customers and suppliers.

Personal information may be processed on the basis that such processing is necessary for the performance of tasks carried out by myself acting in the best interest of the client, out of contractual necessity or on a lawful basis.

I will use the information given to me only for the specific purposes for which it has been provided. Any personal information provided will only be used by me personally and will not be disclosed unless permitted or obligated to do so by law. Personal information will only

be held for either the time required to provide a given service or as required on a lawful basis.

A Data Subject (i.e. someone who I hold personal data for) has certain rights, they can access data held about themselves. A request for data must be made in writing to the me, either by email or letter, this is known as a Subject Access Request (SAR).

I am the data controller with data protection managed by a Policy. I am responsible for processing data.

I am the Data Protection Officer – Jacqui Page, telephone number 07563129679 and email address info@jpagecounselling.co.uk.

Further information about the General Data Protection Regulations, May 2018, your rights and my obligations can be found on the ICO website: <https://www.ico.org.uk>