



Mary Atkinson understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our students and customers and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

1. **What Does This Notice Cover?**

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

2. **What is Personal Data?**

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out below.

3. **What Are My Rights?**

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your

personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 10.

- b) The right to access the personal data we hold about you. Part 9 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held us is inaccurate or incomplete. Please contact us using the details in Part 10 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 10 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way. For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 10.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

4. **What Personal Data Do You Collect?**

We may collect some or all of the following personal data in order that our services can be offered as effectively as possible. This information is collected when you contact us via our website, email, telephone or social media platforms. Information is also collected

when you complete a confidential Health Consultation Form and verbally at follow-up appointments when relevant details may be recorded. The only personal information that we routinely collect is:

- Name;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;
- Profession and qualifications;
- Payment information;
- Medical history;
- Lifestyle.

5. **How Do You Use My Personal Data?**

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Supplying our products and services to you.
- Communicating with you. This may include responding to emails or calls from you.

6. **How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period of personal data, we will consider the amount, nature and sensitivity of personal data, the potential risk of harm from unauthorised use of disclosure of personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other

means, and the applicable legal requirements.

For insurance purposes we keep basic data about our clients and students for a minimum of five years. In some circumstances you can ask us to delete your data: see below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

7. **How and Where Do You Store or Transfer My Personal Data?**

We will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

The security of your personal data is essential to us and to protect your data, we take a number of important measures, including the following:

- Only using secure systems to hold your personal data;
- Having https://protocol on our website

8. **Do You Share My Personal Data?**

We will not share any of your personal data with any third parties except:

To any company or individual we engage to perform functions on our behalf such as delivering goods to you and insuring those goods until delivery. Such companies and individuals will have access to personal information needed to perform those functions but may not use it for any other purposes.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

9. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it. Please email us on info@maryatkinson.com

We will respond to your subject access request within three weeks and, in any case, not more than one month of receiving it.

Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

10. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, please use the following details:

Email address: info@maryatkinson.com

Telephone number: 01243 779600

Postal Address: 2, Lavant Road, Chichester PO19 5RQ

11. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available via our website: www.maryatkinson.com