



PRIVACY POLICY

I take seriously the protection of your privacy and confidentiality. I understand that all visitors to my website, and clients for RTT, are entitled to know that their personal data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party.

I undertake to preserve the confidentiality of all information you provide to me, and hope that you reciprocate.

When you contact me, whether by telephone, through my website or by e-mail, I collect the data you have given to me in order to reply with the information you need. I record your request and my reply in order to increase the efficiency of my practice.

I keep personally identifiable information associated with your message, such as your name and email address so as to be able to track our communications with you to provide a high quality service.

DATA FOR RTT SESSIONS:

WHAT DATA DO I KEEP AND WHY DO I NEED IT?

Name and age – basic information that helps me to get to know you.

Address, email, phone number – I use this as a way of contacting you regarding your sessions. I will mainly use the method you first contacted me on but if I cannot reach you, I will try a different method.

Emergency contact person / GP's details – If I was worried that you were at risk, then I may need to contact your designated contact person or your GP. I would let you know when / if I needed to do this.

Session notes – I keep brief anonymous notes of our session(s), if appropriate to assist me in conducting your sessions in a professional and diligent manner and to provide you with correct and appropriate follow-ups.

HOW YOUR DATA MAY BE SHARED

It is very unlikely that I will share your data. I will not sell it on or use it for unethical reasons. I may have to share it if my notes are required by court for legal purposes. If you or anyone you tell me about is at harm or risk of harm, I may have to pass this information on. I also have regular supervision where I talk about my work, but I do not use your name.

HOW YOUR DATA IS STORED

Any hard copy notes are stored in a locked cabinet.

Any electronic notes are filed under your initials and date of therapy, on a password protected and encrypted computer. Your phone numbers may be kept on my business mobile phone with your first name and last initial. Only I access your information.



Jas Bamra Hypnotherapy

STORING AND DELETING YOUR INFORMATION

I will keep your notes with your initials for 7 years, after which they will be deleted from my password protected and encrypted computer.

Any paper notes are shredded once they are transferred to my password protected and encrypted computer.

The transformation recording is recorded during the session on my mobile phone. Once this has been uploaded to my secure and encrypted computer and successfully sent to you, it will be deleted from my mobile phone. I will save the transformation recording for 12 months, after that time it will be deleted completely. This is done in case you lose your transformation recording during this time period, so I can easily send it to you again.