

Movement with Thought **PRIVACY POLICY**

This document explains my policy for collecting, storing, using and disposing of your data

What Personal Information Do I Collect About You and How Do I Do It?

The main information I store about you is from the Health Questionnaire that you fill out and return to me before starting work with me. This includes your full name and address, your email address, your phone number, your date of birth, whatever health or medical issues you disclosed on your form and also the name and phone number of the person to be contacted in case of an emergency.

If you attend one-to-one sessions with me then I store the information I note down at each session.

I have your email address either from the form but usually in order to be able to send the health questionnaire to you to fill out.

If we have communicated via text then I keep your mobile phone number on my phone. If we have spoken on the telephone then I may store your phone number on my mobile phone.

I may also keep records of any correspondence.

How I Store Your Information

I take all reasonable steps to ensure your data is kept secure. I hold personal data in electronic and paper form.

The paper Health Questionnaire that you have filled out is kept in a locked filing box.

The one-to-one data from the sessions is kept in a locked filing box.

Your email address is kept on my email system and all of the devices from which that can be accessed are security protected.

Your phone number, if used, is stored in my mobile phone, which is security protected.

For one-to-one clients, any videos taken of you for recording your gait are stored on a device that is security protected.

For one-to-one clients, any videos taken of you for recording homework exercises are stored on a device that is security protected and when uploaded to YouTube are 'Unlisted', meaning that only those who are given the specific link can access them. You and I will be the only people to have that code.

I keep a digital list of clients names, emails, phone numbers and emergency contacts and all of the devices from which that can be accessed are security protected.

How I Use Your Information

I use your information to contact you regarding one to one sessions, classes, workshops or events.

I do not share your information with any third parties unless discussing it first with you.

I will never sell or pass your personal data to a third party for marketing purposes. I will only use your data myself for marketing if you have given me permission.

How Long Your Information is Kept

I will destroy all paper documents within 12 months of you no longer being a client with me unless we have discussed you returning to work with me at a later date.

I will keep your email and phone number on my system unless you request that I do not do so.

How to Contact Me

If you have any queries or concerns about this policy in regard to your personal data, you may contact me by Email: movewiththought@gmail.com or by Phone: you will have my phone number once you are a client