

## Copyright

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# Harmonies Privacy Policy

At Harmonies, we respect your Privacy and are committed to protecting your personal data. This privacy notice tells you about how we look after your personal data when you visit our websites or communicate with us, it tells you about your privacy rights and how the law protects you.

## 1. Important information, who we are

### Purpose

This privacy notice aims to give information on how **Harmonies** collects and uses your Personal data when you communicate or interact with us.

### Controller

Harmonies is the data controller of your personal data. We are responsible for its security and making sure that it is only used for the purpose outlined in our privacy notice.

### Contact Details

If you have questions about the privacy notice or legal rights, please email us: [technical@hbht.co.uk](mailto:technical@hbht.co.uk)

Harmonies, 797c Dunstable Rd, Luton, Bedfordshire, England, LU4 0HL.

We are registered with the information commissioner's office, our number ZA413060 [www.ico.org.uk](http://www.ico.org.uk)

### Third party links.

Any Website links to our websites: **We do not control these websites** and are not responsible for their **privacy policy**. Please read the privacy notice on there sites.

## 2. The data we collect about you

Personal data, personal information, means any information about an individual from which a person can be identified.

## 3. How your personal data is collected

We collect the information you give us on your first visit with your consultation sheet that Harmonies provides. this includes; Name, Address, Date of birth, Email, Telephone Numbers, Gender, Employment status, Health with medical conditions, Medication, Doctor, and Lifestyle,

Further to personal data we may need to obtain before, during and after treatment data.

## 4. How we use your personal data

To provide a service to you in accordance for your individual treatment plan, by analysing evaluating the treatment best suited to you.

We keep a paper record of all your treatments, dated and signed by you, these are discarded 3 years after your last treatment.

We also have a database that we use to track your treatments with all your contact details on,(**no** medical details are stored here.) in the event of the paper record being destroyed, these are also only kept for 3 years.

Please note: all security measures have been put in place to protect your data and we work hard to meet the strict regulatory requirements needed for the GDPR 2018.

## **5. Disclosure of your personal data**

We do not allow anyone to see your personal data or sell your data to any 3<sup>rd</sup> party.

## **6. International Transfers**

Contact from people from other countries who wish to purchase a voucher for a person who lives in England.

Please use the voucher info on our website. we will contact you, with your permission.

**never put your payment details, you will be contacted directly.**

## **7. Data Security**

We have taken the appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in any unauthorised way, altered or disclosed.

### **Your data:**

We keep all records for 3 years after your last treatment,

you can at any time request for your details or ask for this to be removed from our database,

this is subject to a hand-written letter to the above address.

The GDPR 2018 your rights include,

### **Right to be informed,**

Why personal data is needed and how it is used.

### **Right of subject access,**

You can request your personal data held.

### **Right of rectification,**

You can have any incomplete personal data completed.

### **Right to erasure,**

You have the right to obtain your personal data if you have withdrawn from further treatments.

### **Right to restrict processing,**

The accuracy of personal data is contested and restricted until accuracy of data is verified.

The Practitioner no longer needs data but is required by you for legal claims.

### **Right to data portability,**

You have the right to receive your data in a format and have the right to transmit to another.

### **Right to object,**

The practitioner should not have cause to process personal data.

### **Rights to automated decision,**

Practitioners do not carry out automated processing.

Last updated May 2018