

## **Data Protection Policy**

The Complete Wellness Company is committed to safety of your personal data.

When you contact The Complete Wellness Company via our website or consultations with our therapists, your data will be collected. This information is provided freely by you. We may hold information such as name, phone number, email address, occupation, date of birth or age category, medical history, fitness, and lifestyle information. Detailed records of the treatments given will also be kept allowing us to evaluate and improve service along with ensuring the best possible treatment plan and outcome.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is that we have an ethical obligation to highlight contraindications to ensure you receive the correct treatment.

This information is stored securely on company servers or filed securely. We may contact you about future promotions available if you have opted into marketing preferences. will not be shared or sold to any  $3^{rd}$  party sources.

We will hold personal information for a maximum of 10 years after your last treatment, after which the personal information will be securely destroyed.

You have a legal right to a copy of any personal information we hold about you and to ask us to rectify any information which you feel is incorrect. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at <a href="mailto:info@thecompletewellnesscompany.co.uk">info@thecompletewellnesscompany.co.uk</a> if you wish to make a request.

If you have any concerns about our use of your personal information, you can make a complaint to us at info@thecompletewellnesscompany.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF