

# Ray of Light Holistic Therapies Privacy Policy

Ray of Light Holistic Therapies are committed to protecting your personal information and have provided a Privacy Policy in accordance with the General Data Protection Regulation (GDPR), that contains important information about what personal details I collect; what I do with that information; who I may share it with and why; and your choices and rights when it comes to the personal information you have given to me.

I may need to make changes to this Privacy Policy; If there are important changes such as changes to where your personal data will be processed, I will contact you to let you know.

This version of our Privacy Policy was last updated **18<sup>th</sup> May 2018**.

## Who we are

Ray of Light Holistic Therapies is the trading name of a partnership business who provides holistic therapy services to a variety of individuals and businesses.

This Privacy Policy applies to Ray of Light Holistic Therapies who manages and undertakes the services offered to UK Customers.

## How to contact Ray of Light Holistic Therapies

If you have any questions about our Privacy Policy or the information I collect or use about you, please contact me, Kathryn Thickpenny at 5 York Grove, Kirkby in Ashfield, Notts NG17 7LB. 07710500209

## Information collected and used

Information about you that I collect, and use includes:

- Information about who you are e.g. your name and contact details for business purposes.
- Information connected to your general well-being and as required by my insurers.
- Information about your contact with me e.g. meetings, phone calls, emails / letters, forums, introductions, and trade shows.

## Where information is collected

I may collect your personal information directly from you, from a variety of sources, including:

- Phone conversations with me.
- Emails or letters you send to me.
- Meetings with me.
- Consultations with me.
- Any of my online services such as websites, social media and mobile device applications.
- Trade shows, stands, competitions that you entered through me.

## What information is collected and used for

I take your privacy seriously and I will only ever collect and use information which is personal to you where it is necessary, fair and lawful to do so. I will collect and use your information only where the processing is necessary for a contract I have with you, the individual, or a Company/business or because I have been asked to take specific steps before entering into a contract, or, providing a service.

If you do not wish me to collect and use your personal information in these ways, it may mean that I will be unable to provide you with my services.

## Who I share information with

I may share your information with third parties for the reasons outlined in 'What information is collected and used for.'

These third parties include:

- Ray of Light Holistic Therapies, your service provider.
- Regulators and Authorities, the Information Commissioner's Office for the UK (the ICO).
- Insurers and as required by policies.
- Law enforcement, credit and identity check agencies for the prevention and detection of crime.
- HM Revenue & Customs (HMRC) e.g. for the processing of tax or the prevention of tax avoidance.

**I will never sell your details to someone else. Whenever I share your personal information, I will do so in line with my obligations to keep your information safe and secure.**