

## GDPR PRIVACY NOTICE

This Privacy Notice relates to the provision of the General Data Protection Regulation (GDPR) which came into force on 25 May 2018.

### Processing your personal information

I need to know your name and how to contact you (including your address, email and phone number).

I need to keep a record of sessions offered to generate your invoice.

I need to keep tax records of income received from my practice.

If you make a payment from your account, your name will be recorded in my business account transactions, which are shared with my accountant, who is bound by his regulatory code of ethics.

I will create and store information relating to your name, contact details, fees, attendance and billing, and the lawful basis for this is termed Legitimate Interest [Information Commissioner's Office (ICO), Article 6 of GDPR].

This information will be stored in electronic form on a password-protected device.

This information will not be shared with Third Parties.

Using the website contact form will generate an email to me. Any emails you send me will remain in my inbox, unless you request their deletion, as per the provisions below.

I am the Data Controller and the Data Processor, within the meaning of GDPR. I am registered as a Data Protection Officer with the ICO.

### Controlling your personal information

I will not sell, distribute or lease your personal information to third parties unless I have your express written permission, or I am required by law to do so. I do not normally delete or erase any emails you send me.

You may request details of your personal information, under a Subject Access Request.

If you would like a copy of your information, please contact me here <https://www.draurorafalcone.com/contact>. I will respond within 40 calendar days.

If you believe that any information I am holding about you is incorrect or incomplete, please contact me and I will correct it within one month.

Your data will be securely destroyed 6 tax years from the date of your last invoice. However, under the GDPR you have the right to request that your personal data be erased prior to this date if you have grounds for withdrawing consent.