

## TERMS & CONDITIONS

### Privacy Policy

#### **(1) Purpose of this policy:**

The purpose of this policy is to explain how Tania safeguards the privacy of those who use her website and provide her with personal information, either through the website or in other ways.

#### **(2) Information Collected:**

By completing the contact form on the website or messaging her directly, Tania may collect the following personal information, which she may then store and use to communicate with you via email or telephone: name, email address, and telephone number.

#### **(3) Purposes for which your personal information is used:**

This information will only be used for the following purposes: unless you have indicated that you do not wish to be contacted using a certain method, any contact information which you provide using the website contact form will be used for future communications with you. You will be asked if you wish to receive marketing-related emails upon completion of a Introductory Form, which will be emailed to you prior to your Introductory Session.

#### **(4) Disclosure:**

The personal information Tania obtains will be disclosed only to her, insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, she may disclose your personal information:

- (a) to the extent that she is required to do so by law;
- (b) to the extent required should she consider you are at risk of harm from yourself or someone else;
- (c) in order to establish, exercise or defend her legal rights.

Except as provided in this privacy policy, Tania will not provide your personal information to third parties.

#### **(5) Security of your personal information:**

Tania will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

#### **(6) Your rights:**

(a) You may ask Tania to provide you with any personal information she holds about you. Provision of such information will be subject to the supply of appropriate evidence of your identity (for this purpose, Tania will usually accept a photocopy of your passport certified by

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a solicitor or bank, plus an original copy of a utility bill showing your current address). Tania may withhold such personal information to the extent permitted by law.

(b) You have the ‘right to be forgotten’ and ask that Tania destroy all personal data she holds on you, subject to Tania’s obligations to retain such data for a set period of time, as required by HMRC (seven years) and her business insurance policy (five years).

### **(7) Other Matters:**

(a) Please let Tania know if the personal information, which she holds about you, needs to be corrected or updated using the [contact form](#).

(b) If you have any questions about this privacy policy or treatment of your personal information, please contact Tania using the [contact form](#).