

## Your privacy and data protection

Heather Dawn Fields and Heather Dawn Elemental Health - Traditional Therapy and Training provides one to one complementary therapy and training to individuals.

Personal data is information relating to an identifiable person who can be directly or indirectly identified.

Your personal data:- name, address, contact details and current health and wellbeing status is collected for the provision of services only.

This information is not regarded as a medical record and ongoing notes are produced only where necessary and for the provision of ongoing services from this business only.

This information is not shared in any format. You may be asked to give your GP or consultant permission to communicate with Heather Fields. Communication with a medical professional is only with your express consent.

### Do you provide permission to communicate with your Medical Professional? YES/ NO

Personal data is stored securely via paper notes, mobile phone (name and phone number only) and electronic diary. When services cease to be supplied all records will be archived and stored indefinitely. When destroyed this will be by incineration or deletion.

If you think your data is incorrect you are welcome to provide correction. If you wish to view data held please ask.

CCTV in operation at Gothic Cottage does not relate to this business, it is for private, domestic security purposes only.

Your permission regarding contact preferences is required.

### Can I contact you by:

- **Phone** YES/ NO
- **Text** YES/NO
- **Messenger services** YES/NO
- **Email** YES/NO
- **Post** YES/NO

**Name:**

**Signature:**

**Date:**

Any changes to this policy will be provided in writing where services are still being accessed and will be posted in the terms and conditions section of the website. If you have further questions or wish to make a complaint regarding your data please contact by phone, text, email, messenger or post:

Heather Fields  
Heather Dawn Elemental Health – Traditional Therapy and Training  
Gothic Cottage  
Ackton Lane  
Ackton  
WF7 6HP

Tel: 07931 222414  
Email: [info@elementalhealth.net](mailto:info@elementalhealth.net)

[www.elementalhealth.net](http://www.elementalhealth.net)