

## Privacy policy

This Privacy Notice tells you what to expect in relation to personal information that is processed by the Data Controller.

Data Controller: Michael Rimmer Counselling

I acknowledge that any personal data I process is in accordance with applicable data protection laws in force from time to time. The General Data Protection Regulations (“GDPR”), being in effect from 25 May 2018.

### The personal information processed may include

(a) ‘Computer-based’

- Your name.
- Your email address.
- Your telephone number.

This information will have been provided, or will be provided, by you. This information is processed by us at the point of your enquiry. Data received about you from a third party will not be stored or shared.

(b) ‘Paper-based’

- Case notes.
- Working agreement.

This information will have been provided, or will be provided, by you. It will only be processed when counselling commences.

### How I use the information

The above information is used to provide counselling services to you:

- To organise appointments and payments.
- To maintain records of your therapy.

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**Practice Address**

Lynwood House Therapy Centre  
452 Warrington Road  
Culcheth  
Warrington  
WA3 5QX

**Contact Details**

Tel: 07768489769  
enquiries@michaelrimmercounselling.co.uk

## How information is held

'Computer-based' Personal information, including email and contact details are stored on the hosting and internet service provider's servers.

'Paper-based' Personal information is stored in a secure filing system and is never stored digitally or in a (computerised) format.

## Disclosure

Your personal information will not be shared with an other party, unless there is a legal requirement to do so.

## Legal basis for processing the information

The information we process is necessary to fulfil the contractual working agreement we form as counsellor and client.

## Your rights

You have the right to ask for a copy of the information that we hold, in addition to your right to be forgotten.

## Retention of your data

Your information will be retained for no longer than is necessary.

## Concerns

If you have a concern about the way data is processed, you should raise your concern with me, in the first instance. Alternatively, the Information Commissioners Office at: <https://ico.org.uk/concerns>

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## **Cookies**

This website 'michaelrimmercounselling.co.uk' does not use cookies.

## **Contact**

All enquiries should be made to [enquiries@michaelrimmercounselling.co.uk](mailto:enquiries@michaelrimmercounselling.co.uk)

Or

Michael Rimmer  
Lynwood House Therapy Centre  
452 Warrington Road  
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## **Changes to the Privacy Notice**

This Privacy Notice is subject to review and amendment to ensure best practice and compliance with UK Statutory requirements.

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