

Dear Client,

In accordance with the General Data Protection Regulation (GDPR) act of 2018, I have a duty to explain the collection, use and storage of the highly sensitive data you provide to me as your health and wellbeing practitioner. This regulation, in regards to our dealings together as client/patient and practitioner, has been developed to provide security and transparency for you regarding any personal data that I hold as a part of our business together. I am taking this opportunity to re-publicise my privacy notice and to remind you of your rights as a user of my services.

I, Roberta Weber, am the data controller for any of the services I provide via the modalities of Traditional Acupuncture, Shamanic healing, BodyTalk, Biofield Tuning and/or Constellation Therapies. These may fall under the banner of “New Old Medicine” with one to one therapeutic sessions, individual programmes or courses or under other permutations of my work involving group workshops and group courses. For this work, in whatever guise, it is my professional duty to collect information regarding you, the client. This information may include name, date of birth, birthplace, race, ethnic or country origin, health history and status, genetic information, sexual orientation or sex life, criminal record, my traditional diagnosis, treatment provided, further notes reflecting on the treatment progress and diagnosis changes as well as home and email addresses, phone numbers, medical health centre/GP details. Most of this information is regarded as falling under the ‘special categories’ aspect of GDPR and requires both a robust legal basis for collecting the data as well as an explicit purpose. The legal basis I declare is CONSENT (that is explicit consent from you, the client) and LEGITIMATE INTEREST (specifically for “special category” information) for the purposes of providing the health and wellbeing care you have engaged my services to receive (this is seen as article 9(2)).

What happens to the data collected from you as described above?

- ⇒ The handwritten notes and intake forms, including all of the above information, is kept in an individual file and locked in a filing cabinet that is located in my home office. None of the ‘treatment’ information is kept online. Information in the notes are kept private and not shared with anyone else unless with your strict permission (e.g. referral to another practitioner) or in the case of a professionally recognised emergency.
- ⇒ Phone numbers and email addresses are kept on a contact list and stored on my encrypted and password protected phone, ipad tablet, computer, email marketing management software (mailchimp) and on an encrypted iCloud server. Email addresses and phone numbers are only used for clinic services (eg to provide intake forms or make appointments) unless permission is specifically given for marketing use. Mailchimp is the current email marketing provider. Their privacy policy can be viewed here: [https://mailchimp.com/legal/privacy/?\\_ga=2.236009537.1753294303.1571742957-1246088052.1526845770](https://mailchimp.com/legal/privacy/?_ga=2.236009537.1753294303.1571742957-1246088052.1526845770).
- ⇒ Appointment information is also kept in an online diary (Acuity), or in paper format with Roberta at the home office or within a clinic – or to and from clinic. Acuity has a GDPR policy that can be accessed here: <https://help.acuityscheduling.com/hc/en-us/articles/360003334751#bestpractices>. Past appointment information is kept in files only for professional and tax reasons.

Consent for storage of files is requested for a period of eight years after the last session we have together – or for children under the age of 18, until they are 26 years old.

Data outwith notes and contact details: Banking is traceable and as such it is important that you know that banking files are also treated securely by Roberta. If you are concerned about your details being stored in a banking system, it would be best to pay by cash or Roberta can provide a unique reference code if you prefer to minimise but not alleviate traceability. Any emails sent to me via insecure methods are printed (if a reasonable size) and stored in paper format in your file, and the email deleted. Voice memos are recorded, sent and deleted. As no online transactions can be deemed 100% secure, I can recommend the use of a few services that are 'more secure' than others, but if this is of a concern to you please make suitable arrangements with me prior to engaging in my services.

I am asking for consent from each of you for use of personal contact information for marketing purposes (newsletters outlining workshops and courses and any clinic changes). Please note, consent to the use of your email address or phone numbers for the receipt of marketing materials is NOT required for the use of Roberta's services.

Please tick the boxes as appropriate below and provide your signature regarding the use of your personal data within our business dealings. I will provide a copy of this document for your files upon request.

I understand and give consent to my personal information, as detailed above, to be kept in paper form in a locked filing cabinet for eight years after my use of Roberta's services, after which point it will be destroyed. I have a right to see these files at any time, but due to Roberta's professional obligations, I  understand I cannot have these documents destroyed prior to the eight year deadline. I also understand that my contact details will be stored and used for clinic services as described above.

I give permission for the use of the following personal data for marketing purposes by Roberta Weber for any of her courses, newsletters, group programs, etc. I understand this is NOT a requirement for using her services and I may withdraw my consent at any time by contacting Roberta on [newoldmedicine@gmail.com](mailto:newoldmedicine@gmail.com) or by unsubscribing on the email link:

Email address \_\_\_\_\_

Give email address and tick box if marketing materials from Roberta is desired.

Signed by Client: \_\_\_\_\_

Name of Client: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Practitioner: \_\_\_\_\_

Name of Practitioner: Roberta Weber

Date: \_\_\_\_\_