



# Tranceform Therapies

## Privacy Notice

Published 14 March 2018

### 1. Connecting with Tranceform Therapies

We want to stay in touch and deepen links with the Tranceform Therapies family, at home and around the world. Tranceform Therapies aims to keep in touch with all friends, to provide services to them, seek their support and maintain relationships with key connections.

Tranceform Therapies is committed to protecting your personal information in accordance with the laws concerning data protection and personal information. This privacy policy explains how your personal information is processed and used by us.

### 2. Why we collect your information

Your information is used by Tranceform Therapies to keep you informed of upcoming events and news. We also invite you to tell us about any medical conditions in order that we can keep you safe in our workshops, classes and treatment sessions.

If you agree, we will contact you about news and events concerning Tranceform Therapies services.

### 3. Using your information

The security of your data is important. Tranceform Therapies will never sell your data. We will also never share your data with anyone to use for their own purposes unless disclosure is permitted or required by law.

Where necessary, to assist with the organisation of an event we may pass attendee names, to the class leader. Your medical information will be shared with them to ensure your Health and Safety whilst in their class.

### 4. Information we collect about you

We hold information about you and this includes your contact details and medical

history as provided on our Client Consultation Form. Tranceform Therapies also records personal information that you give us during your interaction with us e.g. registering for an event or updating your details.

Digital tools may be used to monitor the impact of our communications, such as email tracking to record when an email is opened or clicked links from social media.

Please note that we do not store any payment details.

## 5. Communicating with you

We want to communicate with you in a way that meets your needs and requests. Communications may be sent by post, telephone or electronic means, depending on the preferences you have indicated.

If you wish to alter how you receive communications or you wish to stop receiving communications altogether, you can change your preferences by contacting [louise@tranceformtherapies.co.uk](mailto:louise@tranceformtherapies.co.uk)

## 6. Access, data sharing and disclosures

Authorised teachers or class leaders within Tranceform Therapies will be able to view your information at the time of the class. They will not be allowed to copy this information, take it away with them or view in advance. You will be present when a class leader or teacher views your information.

Any sensitive personal data will only be held if it has been provided by you for a specific purpose (e.g. health and safety).

Unless required or permitted to do so by law, we will not otherwise share or distribute any of the information you provide to us without your consent.

## 7. Contact

Data Protection Officer: Louise Cullen

Address: Tranceform Therapies, Honeyrose Cottage, Whins of Milton, Stirling, FK7 8EP.

T: 07717443091

E: [louise@tranceformtherapies.co.uk](mailto:louise@tranceformtherapies.co.uk)