

LAURA JANE HYPNOTHERAPY

PRIVACY POLICY

Last updated: [MAY 2026]

Laura Jane Hypnotherapy is committed to protecting your personal data and respecting your privacy. This policy explains how your information is collected, used, and stored in line with UK GDPR.

WHO I AM

Laura Jane Hypnotherapy is the Data Controller responsible for your personal data.

Location: Bristol, UK

Phone: 07807 936080

Email: justimagine@laurajanehypnotherapy.com

WHAT INFORMATION IS COLLECTED

I may collect and process the following information:

- Name, address, phone number and email address
- Date of birth
- GP details
- Emergency contact details
- Relevant health and wellbeing information
- Session notes
- Any information you choose to share during sessions

HOW YOUR DATA IS USED

Your data is used to:

- Provide safe and effective hypnotherapy sessions
- Communicate with you about appointments
- Maintain appropriate records
- Meet legal, ethical, and insurance obligations

LAWFUL BASIS FOR PROCESSING

Your data is processed under the following lawful bases:

- Legitimate Interests – to provide therapy safely and effectively
- Consent – where you have given clear permission (e.g. communication, intake forms)
- Legal Obligation – where required by law

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HOW YOUR DATA IS STORED

Your data is:

- Stored securely (digitally and/or in paper format)
- Accessed only by Laura Jane Hypnotherapy
- Protected against unauthorised access, loss, or misuse

DATA RETENTION

Your records are retained for up to 7 years after your last session, in line with professional and insurance requirements.

After this time, your data will be securely deleted or destroyed.

CONFIDENTIALITY

All information you share is treated as strictly confidential.

Confidentiality may only be broken where there is a legal or ethical obligation, including:

- Risk of harm to yourself or others
- Safeguarding concerns
- Legal requirements or court orders

Where possible, this will be discussed with you first.

SHARING YOUR DATA

Your data will not be shared with third parties without your consent, except where required by law or safeguarding obligations.

In certain circumstances, information may be shared with:

- Your GP or relevant professionals (with your consent where possible)
- Safeguarding authorities if there is a risk of harm

YOUR RIGHTS

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of your data
- Request deletion of your data
- Restrict or object to processing
- Withdraw consent where applicable

Requests can be made using the contact details above.

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DATA BREACHES

In the unlikely event of a data breach, appropriate steps will be taken to minimise any risk and, where required, this will be reported to the Information Commissioner's Office (ICO) within 72 hours.

COMPLAINTS

If you have concerns about how your data is handled, please contact me in the first instance.

If you are not satisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

<https://ico.org.uk>

CHANGES TO THIS POLICY

This Privacy Policy may be updated from time to time to reflect changes in legal requirements or practice. The most recent version will always be available.