



GILL EMSLIE PRIVACY POLICY

Effective from 1 May 2018.

We respect your privacy and is committed to safe handling of your personal information. This Privacy Policy informs you about how we collect, store and use information about you and what controls you have with regard to the data we hold.

SCOPE

This Privacy Policy covers our treatment of information that we gather when you are accessing or using our websites or services, or when you contact us in any manner. We gather various types of information, including information that identifies you as an individual ("Personal Information").

Any other websites or organisations which may be linked to us are subject to their own policy, which may differ from ours. You can access home page and browse the site without disclosing your personal data.

INFORMATION COLLECTION AND USE

Website Cookies:

Cookies are pieces of data containing a unique, anonymous identifier, created when you visit a site. They are stored in the cookie directory of your hard drive and do not necessarily expire at the end of your session.

Cookies used by Gill Emslie's website contain no personal information about the user, nor does our website elicit or store any information from users other than the Internet Protocol address of the computer used to access the site. We use cookies for tracking our site statistics (through such third-party applications as Google Analytics).

Cookies on this site may safely be turned off by users without affecting how pages are displayed. Cookies can be disabled by adjusting your web browser settings, however, if you choose not to accept cookies, some parts of our web site may not work properly.

Our cookies help to:

- Make our website work as you'd expect.
- Remember your settings during and between visits.
- Improve the speed/security of the site.
- Allow you to share pages with social networks.
- Continuously improve our website for you.

Google Analytics:

When you use this site, a third-party application called Google Analytics is used to collect standard internet log information and details of visitor behaviour patterns and demographics. We use Google Analytics to find out things such as the number of visitors to various pages on the site. We do not make any attempt to find out the identities of the people visiting this website, however, please read [Google's Privacy Policy](#) for more information.

Mailing Lists:

As part of the registration process for our electronic newsletters, we collect personal information that you provide us with via our online forms, namely; your full name and your email address. We collect this information to:

- Send no more than twelve electronic newsletters per year containing our latest news, activities, information we feel you might find interesting and requests.
- Check our records are correct.

We do not rent or trade your name or email address with any other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our electronic newsletter and to store your details. We gather statistics of email opening and clicks using industry standard technologies to help us monitor and improve our communications. For more information about your details being shared with, stored and used via MailChimp, please see [MailChimp's Privacy Policy](#).

You can unsubscribe from our electronic newsletter at any time by clicking the unsubscribe link at the bottom of any of our mailings.

Sales Data:

When you book onto a workshop through this website or by emailing us, we collect personal information that you provide. This information is: your full name, address and postcode, email address and contact telephone number.

We do not collect debit/credit card details, PayPal information or any other financial details used to book onto a workshop. These are, however, collected by PayPal (please see [PayPal's Privacy Policy](#)) and the bank that you pay the fee into.

ANONYMISED DATA SHARING

We sometimes share anonymised data statistics with other organisations for purposes of reporting to funders, working in partnership with others, and for our own evaluation purposes. This data is used to analyse our workshop programmes, equalities, diversity and inclusion..

Where it might be useful for us to disclose the identity of an individual (for example, to share feedback with colleagues) we will not do so without gaining explicit permission from the individual beforehand.

HOW WE KEEP YOUR INFORMATION SECURE

Personal information that we get from our clients in order to work with them effectively is never shared with any third party and if there was a need to share this information we would gain explicit permission (unless it was unlawful not to disclose information). Personal information will be kept only when it is necessary to be retained – otherwise it is destroyed. It will be kept electronically in password protected, secure files and will be anonymized as far as is possible. Paper files will be kept in a locked cabinet.

Any staff who work with us and are involved in processing your data will be obliged to comply with this privacy policy. Personal data will only be shared with staff who have a need to see it and this will be explained to you in advance.

We comply with the UK Council for Psychotherapy (UKCP) data protection standards see here for their data protection policy: <https://www.psychotherapy.org.uk/registers-standards/gdpr/>

YOUR RIGHTS TO YOUR PERSONAL INFORMATION

The GDPR gives people the right to access and rectify their data, as well as requesting its erasure, restriction, portability and objecting to its collection, storage or use.

To request to see, change, erase or add limitations to the information we hold about you, please contact us at admin@findhornconsultancy.com. We will provide you with a readable copy of the personal data we keep about you, at no charge, within 30 calendar dates of receiving a written request.

In order to prevent fraud and to ensure we are not disclosing your personal data to the wrong person, we may ask you for a copy of an official document that clearly authenticates your name, and current address. This is a standard practice in all applications for personal data under the GDPR.

REPORTING A CONCERN OR COMPLAINT

If you wish to report a concern or complaint about the way we collect, store and use your personal information, we encourage you to contact us on admin@findhornconsultancy.com so that we can learn from our mistakes. Alternatively, you may also contact the Information Commissioner's Office at <http://www.ico.org.uk>

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to amend this privacy statement. Any changes to our privacy statement will be posted to the website and through other appropriate communication means.

CONTACT

If you would like to contact Gill Emslie with regards to this Privacy Policy, please email us on admin@findhornconsultancy.com.