

Inner Spiritual Journey

Privacy Policy – Web Version

Our contact details

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The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Current/ ongoing medical conditions, that may flag contra indicators for the commencement of certain Treatments
- Emergency Contact details, to enable swift and effective communication with relatives in the event of an emergency

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Student enrolment, to enable us to hold relevant and specific information to enable safe teaching Practice
- Patient in-take form, to establish that it is safe to proceed with desired Treatment

We also receive personal information indirectly, from the following sources in the following scenarios:

- Verbal confirmation I.e updating any current or sudden onset medication conditions, to enable alterations to comfort settings during treatments

We use the information that you have given us in order to provide the best possible treatments and teaching setting

We may share this information with no other organisation unless we feel there is a Safeguarding risk, then all information relating to the risk will be handed over to the relevant authorities. The individual will be informed that this is going to happen prior to the event.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting

Inner Spiritual Journey – info@innerspiritualjourney.co.uk

(b) We have a contractual obligation, teaching specific

(c) We have a legal obligation.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep all Client and Student records on a double encryption cloud based Therapy Practice database / software mechanism for the period they are active. Once a Client and or Student becomes dormant their information is archived within the system We will then dispose your information 5 years after the information become dormant.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@innerspiritualjourney.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@innerspiritualjourney.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>