



Privacy Policy – *plus Cookie Notice*

In order for Top Form Massage to operate, I require the use of personal information. This privacy policy sets out the details of what information is collected, as well as how that information is protected.

In order to comply with the laws on data protection (GDPR and EU ePrivacy directive), I am required to let clients know what information I hold about them. This privacy policy also applies to any information deemed through the use of my website: <https://www.topformmassage.co.uk>

I hold information about clients, including name, contact details, and relevant medical and life history as given by the client with their consent.

Information is completely confidential and not shared with anyone else unless the client has specifically requested me to do so, when required to do so by law or if I am concerned about your safety or the safety of another. In an emergency if I am unwell, I may ask someone to contact the client on my behalf.

Information is used by me in working with the client, to review progress and to contact clients about appointments. I am required by my Code of Ethics and insurance to keep information for a specific length of time (currently 7 years after the last visit for most adults).

I take the security of all personal information very seriously and it is held in a locked filing cabinet or on a password protected computer.

The client has the right to access information that I hold about them and to have any inaccuracies corrected. I am happy to answer any questions or concerns clients may have about the information I hold on them.

Cookies: The website is WordPress based and as such uses session cookies to understand whether a user is logged in or not. Currently, the only other cookie in use relates to the Cookie Notice pop-up to remember whether this has been displayed to a user. More information on managing cookies can be found here: <http://www.aboutcookies.org.uk/managing-cookies>

This privacy policy may be reviewed and updated at any time.

Last Updated: 29 March 2019

Data Controller: Top Form Massage (Catherine Dyble – t/as Top Form Massage)

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