

## PRIVACY STATEMENT AND DATA PROTECTION POLICY AT INTEGRATIVE BIODYNAMICS

I, Ana Saval-Badía, as representative of Integrative Biodynamics recognise that your privacy is important and I am committed to respecting your privacy.

I will apply appropriate protection and management of any personal information you share with me. The information you submit will be kept confidential and with the highest standards of security. The information you provide will be held and used in accordance with the General Data Protection Regulations (EU).

Any personal information provided by you will only be used for the following purposes:

- Delivering Therapies
- Booking appointments
- Setting up reminders
- Communicate with you about your appointments
- Billing
- Informing you of Integrative Biodynamics events (only if you opt-in)
- Data processing, if you take part in a research conducted by Integrative Biodynamics

I will be the only person allowed access to your records and only for these purposes.

I may be required under law to surrender records to a legal authority. I will inform you of any such request unless forbidden by law.

Please understand it is not possible to provide my therapies to you if I cannot hold any records on you at all.

### **Data Controller**

You should contact me, Ana Saval-Badía, as the Data Controller for all matters related to your records. I can be contacted by phone on +353 87 998 0008, +39 392 041 0861 or by email at Ana@integrativebiodynamics.com

### **Where is the data stored?**

Records are stored in a locked filing storage in private and safe premises.

I am the owner of the filing storage and only I have the key to the coded padlock.

Only your contact details may be stored in electronic version and in compliance with the General Data Protection Regulation 2016.

### **Who has access to your records and why?**

Ana Saval-Badía, for the purpose of providing therapy, book appointments, set up appointment reminders, communicating with you about your appointments, billing, data processing if you take part in a research conducted by Integrative Biodynamics and informing you of Integrative Biodynamics' events (only if you opt-in).

I will not share your personal records with any third party.

**How long is data retained?**

All records must be retained for a period of 7 years after the last appointment as per the Data Protection Commissioner's Guidelines. However, your contact details may be destroyed and erased at any time if you request it.

**Your rights**

You can ask to see your records at any time. Please allow up to 30 days for me to provide them.

If you think some information is incorrect, or not needed for the above purposes, you may request I correct or remove it. Since this is an important change, please do so in writing via registered post or handed in person to me.

Where contact details are held electronically, in the interest of preserving data security, I will provide printed copies instead of electronic files.

You can ask we destroy all contact details I hold on you. Please allow up to 30 days for me to comply. This request should be sent in writing via registered post or handed in person to me.