

# **Schema Therapy Associates Data Protection and Privacy Policy for Workshops, Training Events and Mailing Lists**

## **Dr Tara Cutland Green & Dr Gill Heath**

We will collect and hold information about you as necessary to perform the services that you contract with us and also as a legitimate interest as defined under the General Data Protection Regulations (GDPR). This privacy policy explains how we use any personal information we collect about you when you use our services. It also informs you of your rights and our responsibilities in the processing of your personal information under the GDPR.

### **What information do we collect about you?**

We collect potentially identifying information and contact details, including your name, email address and in some instances, phone number, as provided by you.

### **How will we use the information about you?**

We collect such information to book you onto workshops and keep you informed about Schema Therapy workshops and other Schema Therapy events and resources that maybe of interest.

### **Sharing your personal information with third parties**

We do not discuss or share the above personal information with third parties,

### **Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us at [drgheath@gmail.com](mailto:drgheath@gmail.com) or [taracutlandgreen@psuche.co.uk](mailto:taracutlandgreen@psuche.co.uk). We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You have the right to ask us to erase the personal information we hold about you. We can refuse your request in the highly unlikely event that your personal information is needed in the defence or exercise of legal claims.

### **How to do we store your information**

We keep your personal information on password-protected computer devices and in the case of our mailing list, on a secure, password protected database.

### **Length of storage of your personal information**

We keep information relating to workshop bookings for five years, in order to inform our business strategy. Your details will remain on our mailing list until you unsubscribe (see link at the bottom of any mailing list email received) or request it they are removed.

### **Changes to my privacy policy**

We keep our privacy policy under regular review and this privacy policy was last updated on 22<sup>nd</sup> May 2018

### **Your rights**

You have the right to request access to your personal data and information about how we process it, to request its erasure and to have inaccurate personal information corrected or completed.

If you believe there is a problem with the way we are handling your data, please do be in touch with us in the first instance. You may also complain to the ICO (<https://ico.org.uk>) who can clarify your rights.

### **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you by email at [drgheath@gmail.com](mailto:drgheath@gmail.com) or [taracutlandgreen@psuche.co.uk](mailto:taracutlandgreen@psuche.co.uk)