

Nature Therapy CIC

Data Sharing Policy

March 2018

POLICY STATEMENT

What information do we collect about you?

Whilst visiting our site, you may be asked to enter personal data on one of our online forms. 'Personal data' means any information relating to an identified or identifiable natural person.

The information requested will be the minimum necessary in order to provide our services effectively, and may include your name, contact details, and other personal data.

In some cases, we may request sensitive personal data, such as ethnic origin or religious belief, but only when necessary to provide the service requested.

Important information about the processing of your personal data

- The purpose of the processing will be the service or function for which the information is being collected, and your personal data will not be used for another purpose, unless provided for by law
- Nature Therapy CIC may share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences
- We will not process your personal data unless it is necessary to do so in order to comply with a legal obligation, perform a public task, or to exercise official authority
- We will not transfer your personal data to other countries or international organisations without adequate data protection
- Your personal data will only be held for as long as necessary for the performance of the service or function. This period will vary depending on the service or function being performed.

- You have the right to request access to your personal data being processed by us.
- You have the right to request the rectification, erasure, or restriction of processing of your personal data.
- If the processing of your personal data is based on your consent, you have the right to withdraw this at any time. Please note, withdrawal of your consent will not affect the lawfulness of any processing that took place prior to this
- Whilst concerns about the processing of your personal data should be raised with Nature Therapy CIC in the first instance, you have the right to lodge a complaint with the **Information Commissioner's Office**
- If we are requesting your personal data, it is because it is necessary and relevant to the service or function being performed. As such, if you withhold information, it is likely that we will not be able to perform the service or function, or there will be a delay in doing so
- Your information will be held and transferred securely at all times and we will ensure that nobody has access to it who shouldn't. Where necessary, we will use encryption to ensure the security of your transactions