



Reflexology with Maggie Privacy Policy

My contact details

Name: Reflexology with Maggie

Phone Number: 07740605396

E-mail: reflexologywithmaggie@gmail.com

This document sets out both the Privacy and Complaints procedure for Reflexology with Maggie (referred to as "we", "us" and "our" throughout this document).

The type of personal information we collect

In order to give professional reflexology treatments, I will need to ask for and keep information about your health. I will only use this for informing reflexology treatments and any advice I give as a result of your treatment. The information to be held is:

- Your contact details which may include any of the following: telephone number, postal address, email address, next of kin, financial information (in the case of cancellations/refunds).
- Details of past and present health issues including medication, results and upcoming medical appointments.
- Medical history and other health-related information.
- Reflexology Treatment details and related notes.
- Any other information relevant to your treatment e.g. mobility issues.
- Website user stats

How we get the personal information and why we hold it

Most of the personal information I process is provided to me directly by you for the following reasons:

- For informing reflexology treatments and any advice I give as a result of your treatment.
- For maintaining contact during the course of your treatment period and any appropriate follow up contact.

I use the information that you have given me in order to:

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- Provide you with the best possible treatment options, support and advice.

This information will not be shared with any other individual or organisations without your consent.

Lawful Basis for holding and using Client Information

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis 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 me directly at reflexologywithmaggie@gmail.com
- (b)** We have a contractual obligation
- (c)** We have a legal obligation:
 - 1.1. 'Claims occurring' insurance: (records to be kept for 7 years after last treatment)
 - 1.2. Law regarding children's records (records to be kept until the child is 25 or if 17 when treated, then 26)
- (d)** We have a vital interest
- (e)** We have a legitimate interest i.e. my requirement to retain the information in order to provide you with the best possible treatment options and advice.

I have obtained agreement from the Information Commissioner's Office (ICO) that Association of Reflexologists (AoR) Members may be treated as Healthcare Professionals for the purposes of obtaining special category data.

As I hold special category data (i.e. health related information), the additional condition under which I hold and use this information is: for me to fulfil my role as a health care practitioner bound under the AoR Confidentiality as defined in the AoR Code of Practice and Ethics.

Protecting your Personal Data - How we store your personal information

I am committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, I have put in place appropriate technical, physical and managerial procedures to safeguard and secure the information I collect from you.

We will contact you using the contact preferences you have given me.

We keep your personal data for 7 years. We will then dispose your information in accordance with ICO guidelines www.ICO.org.uk

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Your data protection rights

Under data protection law, you have rights including:

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

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

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

Your right to restriction of processing - You have the right to ask me 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 I transfer the personal information you gave me 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, I have one month to respond to you.

Please contact us at reflexologywithmaggie@gmail.com if you wish to make a request.

THERAPIST'S RIGHTS

Please note:

- If you don't agree to your therapist keeping records of information about you and your treatments, or if you don't allow them to use the information in the way they need to for treatments, the therapist may not be able to treat you
- Your therapist has to keep your records of treatment for a certain period as described above, which may mean that even if you ask them to erase any details about you, they might have to keep these details until after that period has passed
- Your therapist can move their records between their computers and IT systems, as long as your details are protected from being seen by others without your permission.

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Reflexology with Maggie Complaints Procedure

1. About this document

This document sets out the complaints procedure for Reflexology with Maggie (referred to as “we”, “us” and “our” throughout this document). It explains how we will handle any complaint you make about the way we collect, use, store, share or otherwise process your personal data under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Important: This procedure applies to **GDPR and data protection complaints only**. For all other types of complaint, please refer to our general Complaints Policy at the end of our Privacy Notice.

2. Our Contact Details

All GDPR-related complaints should be directed to us using the contact details below.

<i>Business Name</i>	<i>Reflexology with Maggie</i>
<i>Registered Address</i>	
<i>Complaints Email</i>	<i>Reflexologywithmaggie@gmail.com</i>
<i>Complaints Post</i>	<i>Maggie Drury 94 Smirrells Road Hall Green Birmingham H28 0LB</i>
<i>Privacy Policy</i>	<i>Available on request</i>

3. Your Rights Under UK GDPR

You have the following rights in relation to the personal data we hold about you:

- The right to **access** the personal data we hold about you (a Subject Access Request)
- The right to **rectification** — to have inaccurate or incomplete data corrected

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- The right to **erasure** ('the right to be forgotten') in certain circumstances
- The right to **restrict processing** of your personal data
- The right to **data portability** — to receive your data in a structured, machine-readable format
- The right to **object** to processing, including for direct marketing purposes
- The right to **withdraw consent** at any time where processing is based on your consent

If you believe we have not respected one or more of these rights, you are entitled to raise a formal complaint using the procedure set out in this document.

4. How to Make a Complaint

Please submit your complaint **in writing** either by post or email using the contact details in Section 2. To help us investigate your concern as efficiently as possible, please include:

- Your full name and preferred contact details
- A clear description of your concern and which data protection right(s) you believe have been affected
- The approximate date(s) when the issue occurred
- Any relevant reference numbers, correspondence or documents

5. Our Complaints Process

Once we receive your complaint, we will follow the five steps below. We are committed to handling all complaints promptly, fairly and confidentially.

- **Acknowledgement — within 30 days**

We will acknowledge your complaint in writing within 30 days of receiving it, confirming that we have recorded it and will be investigating.

- **Requesting Further Information**

If we need any additional details to fully investigate your complaint, we will contact you as soon as possible and explain what we need and why.

- **Investigation & Review**

We will carry out a thorough and impartial review of your complaint. We will agree a realistic timescale with you once we have all necessary information, and we will keep you updated if there are any delays.

- **Decision & Outcome**

We will communicate the outcome of our investigation to you clearly and in writing within one calendar month of receiving all the information needed (this may be extended by up to two further months for complex complaints — we will notify you if this is the case).

- **Closure or Escalation**

If you are satisfied with the outcome, we will close your complaint. If you remain dissatisfied, you have the right to refer your complaint to the ICO free of charge (see Section 6 below).

6. Escalating Your Complaint to the ICO

If you remain dissatisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) — the UK's independent supervisory authority for data protection. This service is free of charge.

ICO website: <https://ico.org.uk/make-a-complaint/>

ICO helpline: 0303 123 1113 (Monday–Friday, 9am–5pm)

ICO postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF