



The Cedar Tree Data Privacy Notice

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

1. Your personal data - what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The data we hold includes personal information such as name, telephone number, address and email address. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Who are we?

The Cedar Tree is the data controller (contact details below). This means that it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Cedar Tree complies with its obligations under the 'GDPR' by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To be able to contact you about your counselling sessions with us
- It may be used for statistical purposes

We will not use your personal data, without your permission, for the following purposes:

- Marketing
- Sharing with others

4. What is the legal basis for processing your personal data?

We need to be able to contact you for the duration of your contracted time with us.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the team in order to carry out the purposes of The Cedar Tree. We will only share your data with third parties outside of The Cedar Tree with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in our Data Protection Policy. We keep the minimum amount of information for the minimum amount of time.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which The Cedar Tree holds about you, to be received within fourteen days of your request
- The right to request that The Cedar Tree corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for The Cedar Tree to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to choose how The Cedar Tree contacts you
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Centre Manager.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

For reporting concerns: <https://ico.org.uk/concerns/>