



PRIVACY POLICY

We take the privacy rights of all our clients, students and workshop participants very seriously. This privacy policy sets out how we deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

During our application process, workshops, training days and supervision session, we may ask you to provide certain information. This includes:

- Name
- Gender
- Age
- Home address
- Email address
- Telephone number
- Family history

We aim to keep as little notes as possible. However, we will keep a summary sheet of who has done a piece of work and anything else that may need to be followed up at the next module. This information will be shared between the facilitators. The same applies to tutorials and supervised practice days.

How do we collect this personal information?

All the information collected is obtained directly from you. This usually starts at the point of your first enquiry. Some of the information is collected via the application form which we ask you to complete prior to attending our training programmes.

At the point at which you have been accepted onto the training, we will request that you provide consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

Please note that we do not have cookies on my website nor do we collect information about you via the internet. If you do wish to sign up to our email newsletter then this information can be collected via our website and will be stored on mailchimp and you can unsubscribe there any time.

How do we use this personal information?

We use the personal information that we collect during the application process and during the training and refer to it for process work done during our contact days to inform the work that we will do together during a systemic piece of work.

We may communicate with you by email, other digital methods, by telephone and/or by post.

With whom do we share your personal information?

The only people who will see this information are the course facilitators. We never share any information with anyone else.

How long do we keep your personal information?

We keep your information for as long as you continue to train with us. Once the training is over, we may keep your notes for another 7 years for insurance purposes. Thereafter, all notes will be destroyed.

How your information can be updated or corrected

To ensure that we have accurate and up-to-date information, you need to inform me of any changes you believe we should make to the personal information we hold. You can do this by contacting us by any of the methods previously described.

Under data protection legislation, you have the right to inspect the personal information we hold about you. You can make a request to do so by contacting me and we will endeavour to respond within 14 working days.

How do we store your personal information?

Your applications forms will be kept in on the computer in a designated file. If you sent in a hard copy, we will scan it in and shred the paper copy.

All information will be kept on a computer file, some of it may be shared with the facilitators via dropbox.

Your email address, if you have one, is held securely on the servers of my email providers, currently mailchimp.

Changes to this policy

This policy may change from time to time. If I make any material changes, I will make you aware of them.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us on:

07785 772 912

contact@familyconstellationsjourney.com

Policy review date: [Every 2 years, January 2022](#)