**Privacy Policy Notice for Ki Stone**

This privacy policy notice is for the website [www.kistoneshiatsu.com](http://www.kistoneshiatsu.com) and is served by Gregory Tull and governs the privacy of those who use it. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, mailing list, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website and unsubscribe from our emailing list.

**Policy key definitions:**

"I", "our", "us", or "we" refer to the business, Ki Stone Shiatsu. "You", "the user" refer to the person(s) using this website.  GDPR means General Data Protection Act.  PECR means Privacy & Electronic Communications Regulation.

ICO means Information Commissioner's Office. Cookies mean small files stored on a users computer or device.

**Processing of your personal data**

We are registered in the ICO Data Protection Register. Registration reference - ZA579590.

**Email and other communications:**When you send an email to kistoneshiatsu@gmail.com, or complete the on-line newsletter/marketing and promotional materials form on the website, the information you provide is accessible only by Ki Stone Shiatsu. Contact forms are delivered to a private, secure email address. All communications are treated in the strictest confidence. Whatever personal information you choose to include in your communications will only be used for issues related to your Shiatsu sessions and we will not share your information with any other parties.

**Clinical notes:**If you start Shiatsu sessions with Ki Stone Shiatsu, some brief handwritten notes on sessions will be kept. All notes are stored securely in line with latest data protection regulations from the UK Information Commissioners Office ([ICO](https://ico.org.uk/" \t "_blank)). Notes will be kept for seven years after your final session in order to comply with professional and insurance regulations, after which time they will be destroyed.

**Contact details:**The nature of Shiatsu means that relationships may continue or be re-initiated over long periods. For this reason, contact details of clients and enquirers will normally be kept for as long as the relationship exists, or until they are no longer needed by Ki Stone Shiatsu. Your contact details will always be stored securely, and will never be shared with any other party. You can request your contact information to be permanently deleted at any time, by emailing kistoneshiatsu@gmail.com

**Data sharing:**Your personal information will never be shared with any other person or organisation.

**Your individual rights**

Under the GDPR your rights are as follows;  the right to be informed;  the right of access; the right to rectification;  the right to erasure;  the right to restrict processing;  the right to data portability;  the right to object; and  the right not to be subject to automated decision-making including profiling.

If you have any doubts or concerns about how we hold or process your data please get in touch with us by email at [kistoneshiatsu@gmail.com](mailto:kistoneshiatsu@gmail.com). We handle subject access requests in accordance with the GDPR.  You also have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data.

**Internet cookies**

Our website is hosted by Weebly.  We use cookies on our website to provide you with a better user experience. They do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third party website.

We use a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device / computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

**Data security and protection**

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.

**Email marketing messages and subscription**

Under the GDPR we use the consent lawful basis for anyone subscribing to our newsletter or marketing mailing list. We only collect certain data about you, as detailed in the "Processing of your personal data" above. Any email marketing messages we send are done so through an EMS, email marketing service provider. An EMS is a third party service provider of software / applications that allows marketers to send out email marketing campaigns to a list of users.

Email marketing messages that we send may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of data such as; times, dates, I.P addresses, opens, clicks, forwards, geographic and demographic data. Such data, within its limitations will show the activity each subscriber made for that email campaign.

Any email marketing messages we send are in accordance with the GDPR and the PECR. We provide you with an easy method to withdraw your consent (unsubscribe) or manage your preferences / the information we hold about you at any time. See any marketing messages for instructions on how to unsubscribe or manage your preferences.

Our EMS provider is Mailchimp. We hold the following information about you within our EMS system;  Name and Email address.

Mailchimp may hold other information consistent with its EMS function. You can find out more about Mailchimp GDPR compliance here <https://mailchimp.com>

You may also request for your data to be removed from our data storage and from our EMS data storage. This is referred to as “the right to be forgotten”. Please contact us by email at [kistoneshiatsu@gmail.com](mailto:kistoneshiatsu@gmail.com) to find out more so that we can help you with this.