



## OTS-Oxfordshire Therapy & Self Development Privacy Policy

This privacy policy sets out how OTS uses and protects any information that you give us via this website.

OTS is committed to ensuring that your privacy is protected. Should you provide certain information by which you can be identified when using this website; you can be assured that it will only be used in accordance with this privacy statement.

OTS may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 14<sup>th</sup> Feb 2018.

### **If you use one of the forms on our website, you may choose to provide the following information:**

- name
- contact information including email address
- demographic information such as address & postcode
- other information relevant to the service you are requesting from us

### **Why is it being provided?**

Your information is being provided so we can contact you with the aim of providing the best service we can for your individual needs in line with the request you have made.

### **Who is collecting it? Who will see your information?**

Your information is being collected through the website via Web Healer and is encrypted; this means that your information is only available to view by the administrator and directors of OTS. Following discussion with you, your information may be shared with another therapist within the organisation who will then contact you.

### **How will it be used?**

#### **Our commitment to you:**

Your information will only be used with the aim of providing you with the best possible service to meet your needs at your request.

Following discussion with you, it will only be shared with another therapist within the organisation for the purpose of referring you to that therapist.

It will never be shared with anyone outside the organisation without your permission.

It will never be used or shared for marketing purposes, unless you have requested to be added to our regular newsletters that let you know about our free talks, workshops and groups.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. (Please also see our data protection policy and confidentiality policy)

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information, which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.