

Privacy Policy

This statement confirms how I Claire Williamson use and protect any information that you give to me when you use this service.

I am committed to safeguarding and protecting your information. If I ask you for any information then it will only be used according to this privacy statement.

I may change this policy from time to time in line with legislation and I advise that you check this page from time to time to be aware of any changes. This policy is effective from 25th May 2018.

By continuing to use my website, www.clairewilliamson.co.uk, you are accepting and consenting to the practices described in this policy.

Any changes to this policy will be on this page and if relevant will be notified you by email.

Information collected

You may give me personal information such as your name, email address and telephone number by completing the forms on my site or by contacting me by telephone or email.

Where necessary to act in your best interests I may need to process information, that is sensitive in nature such as health information. In some circumstances I may need to share this information with a third party such as a GP. I would advise that you do not share personal sensitive information on my website but if you choose to do so, then you will be allowing me to process it as part of my services to you.

How I store information

If you contact me via my contact me form, no data will be stored by the website or passed to any third party. All data will be transferred and stored within the European Economic Area.

How you transmit data onto my site is at your risk and I cannot guarantee the safety of this. Once I have received your data then I have procedures and security to ensure I do my best to safeguard your information and prevent unauthorised access.

How I use information

I use information in order

- To carry out contracts between yourself and me and provide you with the services that you request from me
- To administer my website, data analysis, statistical and survey purposes, testing.
- To enable improvements to the website
- To keep the website safe and secure
- To keep records such as client hours
- To run and maintain my business ie for financial records
- To let you know of changes to my service

Storage

I will store information for no longer than 7 years and no less than 2 weeks depending on the information provided. My computer is password protected to ensure the safety and protection of your information. I provide detailed information regarding this on request.

Access to information

You can request access to the personal information that I hold on you and except in limited circumstances when I am not permitted to do so for legal reasons, I will provide this information to you within one month.

If you feel that any information that I hold about you is inaccurate then you are able to ask me to update your information. If you want me to delete your information then please do so in writing and I will endeavour to do so unless I need to keep it for legal or internal business purposes.

Contact

If you wish to contact me with questions, concerns, complaints or request for your information then please contact me at through the contact form on this website, or by emailing me at info@clairewilliamson.co.uk