

# SEA PEBBLES DOULA SERVICES PRIVACY POLICY

Sea Pebbles Doula Services is committed to keeping your personal information accurate and up to date and will not keep your information longer than necessary. This privacy notice explains how we use your personal information and the ways in which we protect your privacy. This notice applies to all personal data collected for or on behalf of the Sea Pebbles Doula Services. This includes information collected by letter, email, face to face, telephone or online.

# **Contacting Sea Pebbles Doula Services**

When you contact Sea Pebbles Doula Services, the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

#### Sea Pebbles Doula Services' Right to Process Information

- General Data Protection Regulations Article 6 (1) (a) (b) and (e)
- · Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

# **Information Security**

Sea Pebbles Doula Services has a duty to ensure the security of personal information and that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Sea Pebbles Doula will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by Sea Pebbles Doula Services at any time).

#### Access to Information

You have the right to request access to the information we have on you and can do this by contacting us at seapebblesdoula@gmail.com



#### **SEA PEBBLES DOULA SERVICES**

## **Correction to information**

If you believe we hold incorrect information about you, you may contact us so that we can update it and keep your data accurate.

#### **Deletion of information**

If you wish Sea Pebbles Doula Services to delete the information about you, please contact the us (seapebblesdoula@gmail.com) to request this.

#### Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object please contact Sea Pebbles Doula Services to object.

#### Conclusion

In accordance with the law, Sea Pebbles Doula Services only collects a limited amount of information about you that is necessary for correspondence, information and service provision. It does not:

- use profiling,
- sell or pass your data to third parties.
- use your data for purposes other than those specified.

Sea Pebbles Doula Services makes sure your data is stored securely and will delete all information deemed to be no longer necessary. Sea Pebbles Doula Services will review our Privacy Policy to ensure data is protected.

## Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Sea Pebbles Doula Services and the Information Commissioner using their website www.ico.org.uk/concerns.

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www.seapebblesdoula.co.uk