

**Georgie Thomas – Human and Canine Bowen Technique  
Privacy Policy  
(General Data Protection Regulation May 2018 compliance)**

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**Your data will be stored by:**

Georgie Thomas, BSc Hons, BTAA, CBTA

Tel: 07762886271

Residing at: Am Barr, Barguilliean, Taynuilt, PA35 1HY

Therapy premises: Am Barr, Barguilliean, Taynuilt, PA35 1HY

Email: [georgie.thomas@bowen-technique.co.uk](mailto:georgie.thomas@bowen-technique.co.uk)

I am qualified to administer Human Bowen Therapy under Bowtech UK in conjunction with the Bowen Association UK and I am qualified to administer Canine Bowen Therapy under the Canine Bowen Technique Association. I am registered with the ICO (Information Commissioners Office) as “data protector” (in accordance with the terms of the General Data Protection Regulation of May 2018)

**Information being collected:**

In order to safely treat you/or your dog, I will need to keep a record of your personal details (date of birth, contact details) and medical and health history of you/or your dog including presenting condition, previous operations and injuries, significant illnesses, allergies, medication, health supplements and diet/fluid intake as well as lifestyle details that may pertain to the presenting condition. Additional notes will be recorded of treatment provided during Bowen sessions.

You may request access to these notes at any time. Your request needs to be in writing/email and will be responded to within 30 days.

**Purpose of collecting this information:**

Contact details will be used to communicate directly with clients regarding their /or their dog’s appointments and follow up communications. All details about your /your dog’s health history and relevant life details are used by Georgie to formulate and carry out a plan of Bowen Therapy treatment that is exactly right for you / your dog.

If you wish, your contact details may also be used from time to time, to notify you of any special offers or developments pertaining to Georgie’s Bowen Technique practice.

**How the information is collected:**

Each client attending my Bowen Therapy sessions is required to fill in a client / dog information form at initial contact or at the first therapy session. Subsequent details of your therapy plan, and procedures administered will be recorded in writing by Georgie during therapy sessions and in post therapy recollection and reflection. Information on responses to Bowen sessions or new injuries/ailments may be collected by taking notes, occasionally photographs, or by telephone, SMS, secure email.

**How the information is stored:**

Data, such as contact details, may be held on a phone which is encrypted with a pin number. Your contact details on facebook, by email and on my website are protected by Secure Socket Layer encryption.

Electronic records are held on a choice of two computers both of which are password encrypted, one operates under MS Windows 8 Bitlocker encryption features and the other operates under Windows 10 Security. Paper client records are stored in a locked cabinet, the keys of which are in the sole possession of Georgie Thomas. You will be assigned a unique reference name which will be used to disguise your identity on paper records in clinic and in transit so that, if these records got into the hands of another, you cannot be identified or traced. Paper records are not left in a place that is visible to other clients. When offering mobile treatment services, your documents will be stored out of sight in the boot of a locked car when in transit.

### **How long will your information be stored for?**

Your data will be stored for the term required by my insurance agreement. My current insurance agreement is with Holistic Insurance Services who stipulate that records are held for adults / dog owners for a period of 5 years. Records held on children treated are retained until they are 21 years old. After these periods, records will be correctly and permanently destroyed.

### **Who will this data be shared with ?**

Data is rarely shared with anyone and, if it is, only with your full collaboration and full permission. For example, on occasion, you may be asked for permission for your information to be shared with a medical practitioner, or for your dog's information to be shared with a professional veterinarian for referred treatment. In the unforeseen event of a public liability or professional indemnity insurance claim, it will be necessary to share your details with my insurers.

No data is sold to third parties for business reasons.

If Georgie wishes to record client testimonials/experiences, your permission will be sought and you will be asked to sign a separate consent form. If Georgie wished to use a photograph of you or your dog for marketing purposes, you will be asked to sign a consent form in advance.

Georgie Thomas

The Lightness of Bowen.

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