

## **Privacy Notice**

As a client of the Women's Therapy Centre we ask you to provide information about yourself. We specifically ask for your name, postal address, email address, phone number and such other identification information that is needed by us to let us supply the services to you. We also ask for details of your doctor and sometimes other key information.

Once we have this information from you, we may use the details you have provided to enable us to provide therapy and associated services.

Any information of a personal nature that you provide to us will be kept confidential by us and will only be used for the purposes that have been specified above. In particular, we will not disclose or give your information to outside third parties, unless you have given us your explicit consent. The only exception to this is in the event we assess there is a serious risk to you or to other persons.

In the event we feel that we need to give your personal details to a third party, because we assess there is a risk to you or to other persons, we will discuss this with you first before the information is disclosed.

We keep personal information on our database and in paper files. If you want to see the information we keep, or if you want us to remove or delete the information at any stage, you have a right to request this and we will comply.

You can find more information about the data we keep and your rights in our information rights policy.

Women's Therapy Centre  
February 2018