

PRIVACY POLICY

This privacy policy describes how Little Steps Baby Massage and Mother Wellbeing collects and uses personal data for the purpose of providing a safe and effective treatment for clients. This privacy policy is updated from time to time. The latest version is published on the website. This version was updated on Tuesday 17th March 2020. If you have any questions, please contact tamas.dominko@gmail.com.

What data do I collect and why?

As a massage and soft tissue therapist and baby massage instructor it is necessary for me to hold some personal information on you as a client and your baby when you book for baby massage class/course. I collect the following information:

- Name, date of birth and contact details - to enable me to contact you regarding appointments, reminders, concerns regarding treatment.
- Doctors details - in case of referral. This will always be done with your consent.
- Relevant medical history - to ensure that treatment is safe and tailored to your specific requirements.
- Relevant activity / lifestyle history - to enable use to discuss possible causing, aggravating or relieving factors affecting your health and treatment.

- Your and your baby's name, baby's date of birth, your email address and phone number

Treatment notes

After each appointment I write short notes about the treatment, advice provided and things to consider in further treatments. All notes are stored in paper form and filed in a locked filing cabinet.

Sharing data

I do not share any personal details or private information without explicit permission from you as a client. For example I may wish to write to your GP or a relevant health professional but this would only be done with your express permission.

How long do I keep your data?

As a condition of my professional insurance with IPTI. I must keep all records for a minimum of 7 years, or in case of a minor, for 7 years beyond the time the client turns 18. This is to protect against any legal cases brought against me as the current statute of limitations is 6 years for such claims.

Digital data

Digital data I store includes your name and phone number / email address, enabling me to contact you for appointments, reminders or discussion of your treatment.

Regarding baby massage classes/courses I store the following digital data your and your baby's name, baby's date of birth, your email address and phone number.

All digital data is stored in password protected folder. My laptop and phone are password protected.

I make every attempt to keep your data secure and confidential. If you are at all concerned or have any questions you may contact me at any point at tamas.dominko@gmail.com and I will respond within 30 working days. I can send you a copy of your notes at your request at any time and will do so when requested within 30 days.

Your right to be forgotten

It is your right to request that I stop contacting you at any point. This can be done by contacting tamas.dominko@gmail.com. Within 30 days I will delete any digitally stored contact details and place your paper records in a secure archive file until the statutory period has passed.