

Privacy Policy for Pegasus Life Balance

Name: _____

Address: _____

Email: _____

Tel No: _____

Privacy Notice

The General Data Protection Regulation (GDPR), came into effect on 25th May 2018 and provides a legal framework for ensuring the safety of personal information by any organisation. The framework insists that organisations have effective systems in place for handling and storing personal information. It also stipulates that people cannot be contacted by organisations without having given permission for sharing of information.

In order to comply with the General Data Protection Regulations, we would like to assure you that any details i.e. name, address, email, telephone number that you have provided us with when engaging on our website or attending our sessions are stored safely and will not be provided to any third party.

We at Pegasus Life Balance take your privacy seriously and will only use information about you, including email addresses, solely for the purpose of notifying you of events, sessions, promotions and products that we feel might be of interest to you. We may send you an occasional email which we feel might be of interest to you but only directly from Pegasus Life Balance and relating solely to our services.

Keeping information accurate and up-to-date:

It is your responsibility to ensure that Pegasus Life Balance is made aware of any relevant changes to your personal information that they require to be able to provide you with an effective service.

Sharing of information:

Sometimes referring agencies/schools require reports regarding sessions and activities at Pegasus Life Balance. Pegasus Life Balance will use the information you share with us in sessions to provide referrers/school with a brief summary of assessment and outcomes, e.g. progress made in relation to goals. We do not divulge sensitive information shared in sessions with referring agencies unless they are concerned about risk of harm to yourself or others. Where a member of staff at Pegasus Life Balance is concerned about risks, they will endeavor to discuss this with you and seek your consent to share the information. However, there may be some instances where they have pressing concerns about safety to yourself or others and at such times it may not be appropriate to seek your consent before sharing with appropriate agencies, e.g. schools Pegasus Life Balance may have to share your data with

third parties. They may share personal data about you with outsourced service providers such as accountants and book-keepers pursuant to GDPR compliant written contracts. Pegasus Life Balance may be required to share your personal information with others where there are legal proceedings or in complying with legal obligations, a court order, or the instructions of a government authority. Pegasus Life Balance will not sell, distribute or lease your personal information to third parties. Pegasus Life Balance requires third parties to respect the security of your data and to treat it in accordance with the law.

How secure is my information with third-party service providers and other entities?

Pegasus Life Balance does not allow third-party service providers to use your personal data for their own purposes. Pegasus Life Balance only permits them to process your personal data for specified purposes and in accordance with their instructions.

How long is data held for and where?

Pegasus Life Balance will store basic information for up to one year after your final session. If you return for more sessions after this time, you will have to sign and complete all relevant documents again. It is your responsibility to update Pegasus Life Balance with any relevant information that you think we may need.

Work carried out in booklets/files during the EAL sessions will be taken home by the participant at the end of the sessions/course/term. Work completed by participants who attend sessions with school/other organisations, will be passed on to the relevant school/organisation.

Changes to this Privacy Notice

Pegasus Life Balance reserve the right to update this privacy notice at any time.

Consent:

It is important that you evidence that you have read and understood the information contained within this Privacy Notice. If you are unsure of anything please ask Maria Berry for clarification before signing.

I have read, understood and consent to the terms outlined in this notice:

Name (BLOCK CAPITALS) _____

Signed - _____

Privacy Policy Written in March 2023