



Go With Your Flow Privacy Notice

Contact details

Name: Janice Skakel

E-mail: janice@gowithyourflow.scot

The type of personal information Go With Your Flow (we) collect and process

- Name, organisation name (if relevant); contact details

How we collect personal information and why we have it

Most of the personal information we process is provided to us directly by you because:

- You are a client (organisation), a potential client, or have expressed interest in Go With Your Flow and the services it provides.
- You are a participant in Go With Your Flow sessions.

We use the information you have given us to provide Go With Your Flow services and to fulfil our contractual relationship with you ie the lawful basis on which we process personal information is for contracting purposes. We will not share this information with anyone including passing on to third parties.

How we store personal information

Your information is securely stored on a password-protected computer system in a safe and secure physical environment. If collected in person in hard copy (for example in a Go With Your Flow session) the information is stored in a locked file in a safe and secure physical environment.

How long we keep personal information for

We keep personal information for as long as necessary to fulfil our contractual relationship with you. We will then dispose of the information by deleting it from our computer system or, if in hard copy, shredding the information.

Your data protection rights

Under data protection law, you have rights including:

- Your right to erasure - You have the right to ask us to erase your personal information.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

Please use the Contact Details above if you wish to make a request.

If you have a complaint

We will treat all personal information with care and respect. If you have any concerns about our use of your personal information, you can make a complaint by contacting janice@gowithyourflow.scot

You can also complain to the ICO <https://www.ico.org.uk> if you are unhappy with how we have used your data.