



Privacy Notice – Hudson Therapy

Introduction

This privacy notice explains how I collect, use, store, and share your personal information in line with UK GDPR and the Data Protection Act 2018.

Data Controller

- Sarah Hudson
- Hudson Therapy, Marsh Gibbon, Bicester, OX27 0EY
- Email: HUDSONTHERAPY@OUTLOOK.COM
- Phone: 07749 951422
- ICO Registration Number: ZB930841

The Information I Collect

- Your name, contact details, date of birth, GP details
- Session notes, assessment information
- Relevant personal history (including health, family, or relational information)
- Emails or messages we exchange

How I Use Your Information

- Provide therapy services
- Maintain accurate records
- Comply with legal or professional obligations

Lawful Basis for Processing

- Legitimate interest – to provide you with therapy services
- Legal obligation – to keep appropriate records
- Vital interest – if I need to share information to protect you or others
- Consent – for specific optional uses (e.g., contacting your GP or sharing data at your request)

Confidentiality and Sharing Information

I keep your data confidential and do not share it unless:

- You give consent
- Required by law (e.g., court order or safeguarding concern)
- Required by my professional body or insurance in the event of a complaint or legal claim
- In clinical supervision (anonymised)

Storage and Retention

Your records are stored securely (e.g., encrypted digital files or locked physical storage).

I retain client records for 7 years after the end of therapy (or 7 years after the client's 18th birthday), in line with guidance from my insurer and professional body.

Your Rights

You have the right to:

- Access your data
- Request correction or deletion
- Restrict or object to processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

Data Protection Complaints

If you have concerns about how I collect, store, use, or share your personal information, you have the right to make a complaint directly to me.

Complaints should be made in writing by email to HUDSONTHERAPY@OUTLOOK.COM

I will acknowledge your complaint and investigate the matter. I aim to respond within 30 days, although complex complaints may take longer. If additional time is required, I will keep you informed of progress.

If, after receiving my response, you remain dissatisfied with how I have handled your personal information, you have the right to raise your concerns with the Information Commissioner's Office (ICO), the UK's independent authority for data protection matters.

Further information about making a complaint to the ICO can be found on the ICO website.

Contact Me

If you have questions or concerns about how I handle your data, please contact me at: HUDSONTHERAPY@OUTLOOK.COM