

# Privacy policy

When you trust us with your personal information, we take our responsibility to protect it very seriously. Respecting your privacy and your rights to control your personal information. Therefore, we want to be clear about the information we collect and why.

Whether you are using our site to find out information or to contact us through our 'contact us' page, it is the main purpose of our site to be as effortless for you as possible.

### Email and 'contact us' page

We endeavour to make sure the online form you can use to send us emails or comments are safe and secure. However, we are unable to guarantee that any email is secure, so if you email us, you do so at your own risk (meaning that you are responsible for the consequences of doing so).

We make sure that the personal information you provide is:

- Used and stored in line with the appropriate privacy laws and regulations; and
- Sufficiently protected by safety measures to make sure it cannot be seen or used by anyone who is not entitled to access it.

#### Your personal information

The information you provide us voluntarily may include your name, email address and phone number.

# Third party

We do not sell your personal information to third parties.

#### What we use your personal information for

We use your personal information so we can reply to your contact with us and answer any questions or provide you with any information you require about our services.

#### Keeping your personal information

We will keep your personal information for as long as required to provide you with the information you require.

# <u>Cookies</u>

Our website uses cookies to distinguish you from other people visiting or using our site. This improves your experience when you browse our site (for example, allowing you to save content, or keep you logged in to your profile on our site) and helps us to improve our site.

## Changes to this privacy policy

If we change this privacy notice we will post the changes on this web page.

Therapists at Shore Counselling are registered with the Information Commissioner's Office (ICO).

If you require any further information about this privacy policy, please contact us at shore.counselling@outlook.com.