**Website Privacy Statement:** [**http://www.nigelgibbons.co.uk/**](http://www.nigelgibbons.co.uk/)

This statement confirms how I, Nigel Gibbons, use and protect any information that you give to me when you use my service. This applies to the website <http://www.nigelgibbons.co.uk/>, and the connected counselling business.

I am committed to safeguarding and protecting your information. If I ask you for any information then it will only be used according to this privacy statement.

I may change this policy from time to time in line with legislation and I advise that you check this page from time to time to be aware of any changes. This policy is effective from July 2018.

By continuing to use my website <http://www.nigelgibbons.co.uk/> you are accepting and consenting to the practices described in this policy.

Any changes to this policy will be on this page and if relevant will be notified you by email.

For the purpose of Data Protection Act 1998 and General Data Protection Regulation 2016 Nigel Gibbons is the data controller of <http://www.nigelgibbons.co.uk/>.

**Information collected**

Like most websites my website uses Google Analytics (GA). This data is used to look at the number of people using the site and how they find it and how they journey through the website. It also records your IP address which can personally identify you. Google do not give me access to this.

You may also give me information such as your name, address and telephone number by contacting me by email or text, or in some instances by telephone.

Where necessary to act in your best interests I may need to process information, that is sensitive in nature such as health information. In some circumstances I may need to share this information with a third party such as a GP. I would advise that you do not share personal sensitive information on my website but if you choose to do so, then you will be allowing me to process it as part of my services to you.

**How I store information**

If you contact me via text, phone or email no data will be stored on my website or passed to any third party. All data will be transferred and stored within the European Economic Area/UK.

On the Contact page you are invited to either text, email or phone me. No details are kept on the website. However, how you transmit data to me is at your risk and I cannot guarantee the safety of this. Once I have received your data then I have procedures and security to ensure I do my best to safeguard your information and prevent unauthorised access.

**How I use information**

I use information in order

* To carry out contracts between yourself and me and provide you with the services that you request from me
* To administer my website, data analysis, statistical and survey purposes, testing.
* To enable improvements to the website
* To keep the website safe and secure
* To keep records such as client hours
* To run and maintain my business i.e. for financial records
* To let you know of changes to my service

**Storage**

I will store information for no longer than 7 years and no less than 2 weeks depending on the information provided. My computer is password protected to ensure the safety and protection of your information. I provide detailed information regarding this on request.

**Access to information**

You can request access to the personal information that I hold on you and except in limited circumstances when I am not permitted to do so for legal reasons, I will provide this information to you within 30 days.

If you feel that any information that I hold about you is inaccurate then you are able to ask me to update your information. If you want me to delete your information then please do so in writing and I will endeavour to do so unless I need to keep it for legal or internal business purposes.

**Contact**

If you wish to contact me with questions, concerns, complaints or request for your information then please contact me at Nigel Gibbons, 54, Ravenswood Road, Bristol BS6 6BT, nigelgibbons.counselling@virginmedia.com, or 077 40 200 991.

Data Protection Information Commissioner’s Office, Registration Number: Z2318958