# Francesca Hamilton Counselling Privacy Policy 2023

This privacy policy will explain how Francesca Hamilton Counselling uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
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### What data do we collect?

Francesca Hamilton Counselling collects the following data:

- Personal identification information (Name, email address, phone number, etc.) that you provide us via our contact form
- Weebly analytics collects standard anonymous internet log information and details of visitor behaviour patterns to inform us of how users interactive with our site.

### How do we collect your data?

You directly provide Francesca Hamilton Counselling with most of the data we collect. We collect data and process data when you:

- Contact us
- Voluntarily complete a webform or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

### How will we use your data?

Our Company collects your data so that we can:

• Reply to any requests or queries you may have. You have the right at any time to stop Francesca Hamilton Counselling from contacting you for marketing purposes. If you no longer wish to be contacted, <u>please click here.</u>

#### How do we store your data?

Francesca Hamilton Counselling securely stores your data.

We will keep your data for the length of time necessary to achieve the purpose of the data submission.

### What are your data protection rights?

Francesca Hamilton Counselling would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Francesca Hamilton Counselling for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Francesca Hamilton Counselling correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Francesca Hamilton Counselling erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Francesca Hamilton Counselling restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Francesca Hamilton Counselling processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Francesca Hamilton Counselling transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: <u>francescahamilton.counselling@gmail.com</u>

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology

For further information, visit <a href="https://www.youronlinechoices.com/uk/">https://www.youronlinechoices.com/uk/</a>

## How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website
- Help our website run quickly and smoothly on your device

## What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

 Functionality – Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

## How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## Privacy policies of other websites

The Francesca Hamilton Counselling website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 9<sup>th</sup> July 2023.

### How to contact us

If you have any questions about Francesca Hamilton Counselling's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: <a href="mailton.counselling@gmail.com">francescahamilton.counselling@gmail.com</a>