Personal data is any information about you that enables you to be identified. It covers information such as your name and contact details, it may also include identification numbers or electronic location data.

The personal data Tree of Life collects may include all or some of the following:

* Name
* Date of Birth
* Gender
* Address
* Email address
* Telephone/mobile number
* GP/Surgery details
* Emergency Contact details
* Business name
* Job title
* Profession
* Payment information

The information provided under GDPR guidelines must have lawful reasons for using personal data. You will have agreed to the terms in the contract as well as those set out in this policy. These are for:

* Communicating with you
* Providing and managing Tree of Life services to you
* Supplying information to you
* Being able to contact a GP in an emergency.
* Where required by law

Personal data will not be kept for any longer than is necessary. It will only be used in line with the purposes for which it was collected. The BACP requires information/notes to be kept for 7 years. If you would like me to delete/destroy your information before this please tell me.