

# Privacy Notice

## Summary

This Privacy Notice applies to personal data collected through the website [www.hannawikstrom.com](http://www.hannawikstrom.com) or through direct contact with Hanna Wikström, such as email correspondence, phone calls or messages, or face to face meetings. We ask that you read this Privacy Notice carefully as it contains important information about how we process your data and your rights.

## 1. What information do you collect and how?

### On the [www.hannawikstrom.com](http://www.hannawikstrom.com) website

If you are just browsing our website, we will not collect any personal data about you, other than your IP address collected through our cookies (see section 1.1 on cookies).

### Direct contact

If you decide to contact us using the contact details or contact form provided on our website, then you agree to our making note of your name and contact details, and any other relevant information provided. If we subsequently end up working together, we will agree a contract between us for this work.

### 1.1. Cookies

If you are just browsing our website we will not collect personal data other than your IP address collected through our cookies. By continuing to browse the site you are giving your consent to our use of cookies.

Cookies are small pieces of data stored on a site visitor's browser, usually used to keep track of your movements and actions on a site for the purpose of analysing visitor trends. This information is statistical and aggregated and is not processed for the purpose of understanding *your* particular usage of the website.

[www.hannawikstrom.com](http://www.hannawikstrom.com) is hosted on the Wix.com platform. Wix.com places the following cookies on Wix sites:

| Cookie name | Lifespan*                 | Purpose  |
|-------------|---------------------------|--|
| svSession   | Persistent                | Identifies unique visitors and tracks a visitor's sessions on a site |
| hs          | Session                   | Security   |
| XSRF-TOKEN  | Persistent                | Security   |
| smSession   | Persistent<br>(two weeks) | Identifies logged in site members                                    |

|   |            |          |
|---|------------|----------|
| TSxxxxxxx (where x is replaced with a random series of numbers and letters)   | Persistent | Security |
| TSxxxxxxx_d (where x is replaced with a random series of numbers and letters) | Persistent | Security |

\*Session/transient cookies are erased when you close your browser, and do not collect information from your computer. Persistent/permanent cookies are stored on your hard drive until they expire at a pre-set time, or until you delete them.

## 2. How do you store my data and for how long do you keep it?

### On the [www.hannawikstrom.com](http://www.hannawikstrom.com) website

[www.hannawikstrom.com](http://www.hannawikstrom.com) is hosted on the Wix.com platform. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

### Direct contact

If we end up working together, I will be keeping your contact details on file. I will also be keeping notes of our sessions. These will be stored electronically, will be anonymised and the documents password protected. I will keep this information about you and our sessions for as long as we work together, and for up to seven years after our contract ends.

By beginning to work together in the counselling setting, you consent to my collecting and storing relevant personal data on you, for the purposes of supporting our work together.

## 3. How will you use my data?

### On the [www.hannawikstrom.com](http://www.hannawikstrom.com) website

Please see Cookies section above (1.1.) for details on what cookies are used on the site.

### Direct contact

Personal data collected and stored during our work together will only be kept for reference, and not used for any other purpose. We will not share your data with anyone, unless legally required to.

## 4. What are my rights?

As a data subject, you have the following legal rights:

- the right of access to personal data relating to you
- the right to correct any mistakes in your information
- the right to prevent your personal data being processed in some circumstances
- the right to object to processing of your data where processed on the grounds of legitimate interests

- the right to erasure in some circumstances

If you do not think that we have processed your data in accordance with this Privacy Notice, please let us know as soon as possible. You also have the right to complain to the Information Commissioner's Office. Information about how to do this is available at [www.ico.org.uk](http://www.ico.org.uk).

## **5. Changes to the Privacy Notice**

We may change this Privacy Notice from time to time. You should check this Privacy Notice regularly to ensure you are aware of the most recent version.

### **How to contact us**

If you have any questions about this Privacy Notice, how we handle your personal data, or want to exercise any of your rights, please contact Hanna Wikström on 07958 652545 or by emailing [contact@hannawikstrom.com](mailto:contact@hannawikstrom.com).