



## Privacy Notice

In order to provide quality sleep and postnatal support, I will need to request information from parents about their child and family. This information will be collected by myself, Tami Wornham as part of the pre consultation, through the consultation/postnatal doula work (face to face or telephone) and the follow on period. I have registered with the 'Information Commissioner's Office', the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

I take families privacy seriously, and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. I will process any personal data according to the principles below:

- 1.** I will ask for your consent which I will use as the lawful basis for collecting and storing your personal data (GDPR article 6(1)a - Consent). For any health or medical data which counts as 'special category' personal data I will ask for your 'explicit consent' for the reason of looking after the health and wellbeing of your child (GDPR article 9(2)a) as the lawful basis of processing.
- 2.** I will not collect any more data than is necessary. I will only collect the data that I need to hold in order to do the job for which I have collected the data. For example, name, address, date of birth of your child and health and medical (special category).
- 3.** I will ensure that the data is accurate, and ask parents to check this information throughout the period we are working together and confirm that the data held is still accurate. At any time parents can contact me to ask for a copy of any data held on them or their child.
- 4.** I will protect your personal data. I will keep all paper-based records about children and their families securely locked away in a filing cabinet and these will be destroyed after 6 months from when I finish working with a family. Email correspondence will be stored securely in password-protected files, to prevent viewing of the information by others with access to the computer. Once the support period is ended with each client any emails will be deleted.
- 5.** I will not share any information with anyone without parents consent, unless there is a child protection concern. If I am worried about a child's welfare I have a duty of care to make a referral to the relevant authorities. Where possible I will discuss concerns with you before making any referral.
- 6.** I will be accountable for the data. This means that I will be able to show how I am complying with the law.
- 7.** If you are using the contact form on my website, the information collected is your name, telephone number and email address and the information will be treated as the above.