

## **Data Protection & Privacy Policy**

Any personal data provided by you to me, Frances Narayani Baker, through any means, will be held and processed in accordance with the data protection principles set out in the [Data Protection Act 1998](#) and the [General Data Protection Regulation](#) for the purposes for which you have given consent.

### **Information about you**

I collect personal information from you when you enquire about my sessions or workshops, to set up your booking or arrange a suitable appointment. This information includes contact details and other relevant personal information and will be stored securely for five years after your final session.

When receiving counselling or voice work, I may keep separate notes of your sessions. These notes will not contain your name or any personal identifying information. They will be stored securely for seven years after your final session, after which time they will be securely destroyed. These notes are not disclosed to anyone other than the clinical supervisor, unless required under a court of law subpoena. You have the right to inspect your records should you so wish, and this request will be fulfilled during a therapy session.

### **Use of your information**

Your personal information will not be shared with any other person or organisation without your knowledge and permission, unless there is a legal requirement, a safeguarding issue, or a perceived risk of harm to self or others.

### **Your rights over your personal data**

If you have any concerns about the use of your data, would like to see the information I hold about you, or would like to correct, update or delete any records, please email me at [francesnarayanibaker@gmail.com](mailto:francesnarayanibaker@gmail.com). I am committed to resolving any concerns you may have about our use of your data, but if these are not resolved to your satisfaction, you may contact the Information Commissioner's Office with whom I am registered ([ico.org.uk](http://ico.org.uk)).

## Cookies

My site uses cookies to distinguish you from other users of our site. This helps us to provide you with a good experience when you browse my site and allows me to improve my website experience. For detailed information on the cookies wlluse and the purposes for which I use them see our Cookie information below.

| Cookie              | Description                                                                              | Duration           | Type      |
|---------------------|------------------------------------------------------------------------------------------|--------------------|-----------|
| ssr-caching         | The ssr-caching cookie is set by WIX and indicates how a site was rendered.              | less than a minute | Necessary |
| XSRF-TOKEN          | This cookie enhances visitor browsing security by preventing cross-site request forgery. | session            | Necessary |
| client-session-bind |                                                                                          | session            | Other     |
| server-session-bind |                                                                                          | session            | Other     |
| hs                  | Wix platform sets this cookie for security purposes.                                     | session            | Necessary |

| Cookie                  | Description                                                                                        | Duration              | Type      |
|-------------------------|----------------------------------------------------------------------------------------------------|-----------------------|-----------|
| svSession               | Wix platform sets this cookie to identify unique visitors and track a visitor's session on a site. | 1 year 1 month 4 days | Necessary |
| bSession                | Wix set this cookie in context with load balancing to improve user experience.                     | 1 hour                | Necessary |
| fedops.logger.sessionId |                                                                                                    | never                 | Other     |
| mpaSessionId            |                                                                                                    | session               | Other     |