

GDPR DATA CHART - Wild Soul Healing

DESCRIP TION	DATA TYPE	DATA REASON	DATA ACCESS	DATA STORAGE	DATA SECURITY	DATA RETENTION
Client Consultation Forms	Identity + Contact Info (name, address, occupation, age, marital status, gender, email, phone numbers) Health Data (medical and emotional data) Transaction Data (details about payments made by client)	I use this information for contact purposes and to create a case history. Health data is collected so that I can provide a safe and tailored treatment to suit clients needs. Transaction data is collected for tax purposes.	Isla Rose Wolf is the only person who has access to this data.	All data is stored in a locked filing cabinet at my home address, or on a password enabled file on my computer. All data is destroyed once no longer in use.	Computer password and locked filing cabinet.	7 years after their last treatment for Medical Malpractice.
Emails	Identity (first name, surname and email address)	For contact between client and Wild Soul Healing.	Isla Rose Wolf is the only person who has access to this data.	Computer (password protected)	Computer password	Until the email has been sent and dealt with and is no longer needed.
Newsletter/Mailing List Subscribers	Identity (first name and email address)	If client has given consent, their email can be used to receive newsletters and promotions from Wild Soul Healing.	Isla Rose Wolf is the only person who has access to this data.	Mailchimp under their own GDPR regulations. Once emails have been inputted into secure site, the paper copies will be destroyed by shredder.	Password/login details to mailchimp + mailchimp's privacy policy.	Until the client unsubscribes from the mailing list.