Reiki and Relax

Data Protection & GDPR Compliance Policy

Effective Date: 22Sep2026
Business Name: Reiki and Relax

1. Purpose & Policy Statement

Reiki and Relax is committed to protecting the rights, privacy and personal information of all individuals whose data we hold.

We comply with: UK GDPR (General Data Protection Regulation); Data Protection Act 2018; Privacy & Electronic Communications Regulations (PECR) (where applicable).

2. Scope

This policy covers all personal data processed by [Insert Business Name] in any format (electronic, digital, paper or stored on a device).

3. Data Protection Principles

We commit to processing personal data in accordance with the lawful principles of UK GDPR:

- Lawfulness, fairness & transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity & confidentiality
- Accountability

4. Legal Basis for Processing

We process personal data using one or more of the following lawful bases:

- Consent (clear permission given)
- Contractual necessity
- Legal obligation
- Legitimate interests

Marketing communications will only be sent with appropriate consent or legitimate interest justification as required by law.

5. Rights of Individuals

All individuals have the right to:

- Request access to their data
- Request correction of inaccurate data
- Request deletion (where legally appropriate)
- Restrict processing in certain situations
- Object to certain processing
- Withdraw consent (where consent is used)
- Lodge a complaint with the ICO

Requests will be responded to within statutory timescales.

6. Data Security & Breach Management

We will maintain appropriate technical and organisational measures to protect personal data against loss, unauthorised access, alteration or disclosure. Data breaches will be managed in line with UK GDPR requirements. Where required, the ICO will be notified within statutory timescales.

7. Data Sharing & Storage

Personal data may be shared with third parties only where necessary and lawful. Data will be retained in line with [Insert Business Name]'s Data Retention Schedule and securely destroyed when no longer required.

8. Training & Awareness

All staff and individuals handling personal data on behalf of [Insert Business Name] will complete data protection training and will be required to comply with this policy.

9. Review

This policy will be reviewed regularly and updated in line with changes in law, regulatory requirements or operational practice.

10. Data Protection Contact

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