



Data Protection Information Notice

Hi, my name is Lillie Stewart and I am the founder of The Reflux Remedy.

This document provides you with data protection information - the what, why, when, how and where in terms of the personal data you provide to me. I have a legal obligation to provide this to you before you provide me with your information.

You have provided me with your *name* and *email address* so that I can communicate with you. In order to provide advice to you, I ask you to provide information, in the form of a questionnaire, to me, on the birth of your baby, your baby's feeding experience, their symptoms after feeding in terms of respiratory, digestive and sleeping functions as well as your baby's physiological features. All of this information may be classified as *health data*.

I will request payment of fees through PayPal. I will provide the appropriate email address.

Health data, email address, names and financial details are regarded as personal data and can identify directly or indirectly, alone or with other information, you and/or your baby.

I use this personal data to provide advice to you on the basis of your explicit consent for such use.

When I use or process your and/or your baby's personal data, I act as a data controller and I have obligations to you under data protection laws to:

- Process personal data lawfully, fairly and in a transparent manner;
- Only use personal data for the purpose of providing you with advice;
- Only ask for personal data that is absolutely necessary to provide you with advice;
- Make sure I have recorded personal data correctly in my records;
- Only keep personal data for as long as I need to; and to
- Keep personal data safe, secure and confidential.

I use Office365 for emails. Microsoft Office process personal data in the USA and their terms & conditions include standard contractual clauses which allow for the transfer of personal data from the EU to the USA.

Once you have completed the questionnaire, I download it and store it on my computer network. Only I have access to the questionnaire. Once downloaded, I delete the questionnaire from Survey Monkey.

At the end of our engagement, I will delete/anonymise your file. Separately I will retain a record of your payment to me for 6 years for accounting purposes.

Under data protection laws, you are regarded as a data subject and you have the following rights under such laws:

You have the right to:

- **Request information** from me about what personal data I hold;
- **Request access** to your personal data (commonly known as a 'data subject access request').
- **Request correction** of the personal data that I hold about you or your baby.
- **Request erasure** of personal data.
- **Object to processing** of personal data.
- **Request the restriction of processing** of personal data.

You can contact me directly should you wish to exercise any of these rights.

You also have the right to lodge a complaint with the Data Protection Commission. Details of this right can be found at: <https://www.dataprotection.ie/en/individuals/raising-concern-commission>.

If you have any questions or concerns in relation to my processing of your personal data, please do not hesitate to contact me at :