

Mindful Moment: Privacy Notice

New Leaf OT Ltd is responsible for personal information collected in connection with Mindful Moment.

Contact: Charles Talbot

Email: join@moment.ing

Information we collect

We may collect:

- your name and email address;
- confirmation that you are aged 18 or over;
- registration and attendance details;
- acknowledgement of the Participant Information and Privacy Notice;
- relevant observations, incidents or safeguarding actions; and
- your image, voice or contribution where appropriate permission has been obtained for recording.

Please avoid sharing unnecessary medical or sensitive personal information during the session.

How we use your information

We use your information to:

- register you and provide access to sessions;
- maintain records required by our insurer;
- communicate essential session information;
- support safe delivery, safeguarding and professional governance; and
- respond to incidents, concerns or legal requirements.

Our lawful bases may include legitimate interests, consent, legal obligation and vital interests, depending on the circumstances. We will not use your attendance details for marketing without your separate agreement.

Recording

Some sessions may be recorded locally for a clearly stated purpose. You will be informed beforehand and reminded when recording begins.

Appropriate permission will be obtained before intentionally recording an identifiable participant. Separate, explicit permission will be required before an identifiable contribution is published, shared externally or used promotionally.

Storage and sharing

Information will be stored securely and accessed only by authorised individuals. Where necessary, it may be shared with Zoom, secure technology providers, insurers, professional advisers, regulators, safeguarding or emergency services, or where required by law.

Zoom may process information under its own privacy terms when you register for or join a meeting.

Attendance and session records will be retained for 7 years. Recordings will be retained for 7 years and then securely deleted or anonymised.

Your rights

You may have the right to access, correct, restrict or request deletion of your information, object to some processing, or withdraw consent where consent is being relied upon. Some information may need to be retained for insurance, safeguarding, professional or legal reasons.

To make a request, email join@moment.ing.

You may also raise a concern with the Information Commissioner's Office at www.ico.org.uk or on 0303 123 1113.

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