



The Centred Occupational Therapy Practice Ltd

Rhona Harkness
Occupational Therapist and Director

Distribution:	Policies and Procedures Manual Internet: The Centred Occupational Therapy Practice Ltd website.
Version Number:	1
Approved by:	Rhona Harkness, Director
Author:	Rhona Harkness, Director
Policy Purpose:	This Policy lays out the cookie policy for The Centred Occupational Therapy Practice Ltd.

Cookie Policy

The Centred Occupational Therapy Practice Ltd is located at 7 Ladylands Terrace, Selkirk, TD7 4BB. (“**The Centred Occupational Therapy Practice Ltd**”, “**The Centred OT Practice**”, “**We**” or “**Us**” or “**Our**”). The Centred OT practice has an additional trading arm of the Equi-OT.

The Centred Occupational Therapy Practice Ltd needs to retain and process certain data to enable the efficient running of the business. Including, for example, personal data on volunteers, employees, customers, clients. The Centred Occupational Therapy Practice Ltd is committed to protecting all personal data. Therefore, when you contact Us (for whatever reason) you can be confident about how personal data will be looked after and used.

The Centred Occupational Therapy Practice Ltd enhances individual’s health and wellbeing thus enabling improved engagement in meaningful everyday activities by providing innovative occupational therapy training and resources. All training and resources can be booked and accessed directly through Our website (“**OT Services**”) or directly via email rhona@thecentredotpractice.co.uk.

The Equi-OT is a trading arm of The Centred Occupational Therapy Practice Ltd. The Equi-OT works in partnership with horses to deliver innovative, premium quality occupational therapy training and coaching to enhance human health and wellbeing. All training and coaching can be booked and accessed directly through Our website (“**Equi-OT Services**”) or directly via email rhona@thecentredotpractice.co.uk.

The Centred Occupational Therapy Practice Ltd is a limited company registered in Scotland. Company Registration No. SC708084. Registered Offices: 7 Ladylands Terrace, Selkirk, TD7 4BB, Scotland.

Tel: 07792951701 rhona@thecentredotpractice.co.uk

That provided by both the OT Services and Equi-OT Service as applicable, are collectively referred to as the “**Services**”.

Please read this Cookie Policy carefully to understand Our views and practices regarding Your personal data and how We will treat it.

The Centred Occupational Therapy Practice Ltd owns and operates

<https://thecentredotpractice.co.uk/>

For the purpose of the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679) and/or any relevant law implemented as a result of the General Data Protection Regulation and E Privacy Law (together, “**Data Protection Laws**”), We are a:

- I. data controller in respect of any personal data that You share with Us, or that We collect, through Our Website (including any personal data that you provide to Us, or that We collect, during your registration for, and subscription to, the Services we provide) or otherwise in Your communications with Us; and
- II. data processor in respect of personal data that You share with Us as part of Your use of the Services that We provide, and in respect of which You are the data controller. Our and Your respective obligations in relation to that personal data are set out in this Cookie Policy, Our Privacy Policy and Our Terms and Conditions.

You can contact Us directly, at the above address, by email at

rhona@thecentredotpractice.co.uk or rhona@equi-ot.co.uk or through our Website.

This Cookies Policy applies to all use of Our Website and the provision of Services to You, and any other communications You have with Us from time to time.

1. Information about Our use of cookies

The Website uses cookies. Cookies are tiny text files which identify your computer to our server as a unique user when You visit certain pages on Our Website, and they are stored by Your Internet browser on your computer's hard drive. Cookies can be used to recognise your Internet Protocol address, saving you time while you are on the Website. This helps Us to provide you with a good experience when You browse the Website and also allows Us to improve the Website based on Your experience.

We only use cookies for Your convenience in using Our Website and not for obtaining or using any other information about You (for example targeted advertising). Your browser can be set to not accept cookies, but this would restrict Your use of the Website.

If you want to find out more information about cookies, go to

<http://www.allaboutcookies.org> or to find out about removing them from your browser, go to: <http://www.allaboutcookies.org/manage-cookies/>

Please note that we collect data from Our Website about use of the Website using a web analysis tool which uses cookies that are (able to be) used to generate pseudonyms for a user's profile. This means that use cookies (which may be stored on Your computer after you leave Our Website) can store information about Your visit.

Please also note that Our suppliers and partners may also use cookies, over which We have no control.

2. Our Website uses the following cookies

Name: PHPSESSID

Expiration Date: Up to 2 years from setup/update

Purpose: This cookie is used to track important logical information for the smooth operation of the Websites.

"Results Per Page" functionality of the client area of the Website

Name: __utma;__utmb;__ump;__utmz;__utmv;_ga

Expiration: Up to 2 years from setup/update

Purpose: Google Analytics cookies. These cookies are used to collect information about how visitors use the Website. We use the information to compile reports and to help us improve the Website. The cookies collect information in an anonymous form, including the number of visitors to the Website, from where visitors have come to the Website and the pages they visited once at the Website.

3. Changes to Our Cookies Policy

Any changes We may make to this Cookies Policy in the future will be posted on Our Website and, where appropriate, notified to you by e-mail. Each time you enter Our Website, you agree that the Cookies Policy current at that time shall apply to all information held.

4. Contact

Questions, comments, and requests regarding this Cookies Policy are welcomed and should be sent to Us either directly or through Our Website.

Approved: Rhona Harkness, Director

Date: Jan 16th, 2022

Review Date: Jan 16th, 2024

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