

Terms of Business

Version 2.0

This document sets out the full terms and conditions for all dealings with Alloquor Limited, including, hypnotherapy sessions, group session, face to face or online and any items purchased or downloaded from alloquor.co.uk

**Supplier Identification Information**

1. Alloquor.co.uk is operated by Alloquor Limited.
2. We are registered in the United Kingdom; our company number is: 10423252
3. Tara Foulkes, Managing Director and founder is registered with the General Hypnotherapy Register (GHR), Professional Hypnotherapy Network (PHN) and the British Psychological Society (BPS)

**Privacy Policy & Cookies**

1. Alloquor Limited is registered with the Information Commissioners Office, ICO Number: 00044453725
2. The Data Controller is Tara Foulkes
3. Your personal data will be used to provide the information, goods and services that we offer as a Hypnotherapy and a change management service. This is through the completion of our online consultation forms, telephone consultations and individual and group hypnotherapy sessions. This data will inform the direction of work and the therapy plans will be agreed by you at each session.
4. All relevant collected personal and sensitive data is stored on an electronic cloud based system that is GDPR compliant. Once you have discharged from this service, your data will be kept on file for the statutory time limit of 7 years.
5. Your personal data will be used to provide the information, goods and services offered through our website to you, for billing and order fulfilment.
6. Alloquor.co.uk is hosted on the wix.com platform. Wix.com provides us with the online platform which allows us to sell our products and services to you. Your data may be stored through wix.com data storage, databases and applications. Any data is stored behind a firewall.
7. All direct payment options are processed via Paypal.com who adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council. PCI-DSS are there to help secure the handling of details when taking payments online.
8. If you sign up to our newsletter we may use your email address to send you information about our products or services to support our marketing programme. You can opt out of these at any time.
9. If you provide Alloquor with an email address, telephone number or messenger address we may contact you from time to time to remind you of appointments, discuss therapy plans or to check in with you.
10. If you do not want us to process any of your data, please email us at [info@alloquor.co.uk](mailto:info@alloquor.co.uk) and we will ensure that your file and contact details are removed.
11. A cookie is a small text file that we store on your device. Cookies provide us with information about how this website is used so we can keep it as up to date, relevant and error-free as possible. We may monitor traffic to our site and collect the following information:

The IP address of your computer

The referring website from which you have got to our website from.

**Right to cancel**

# Your personal data will be used to provide the information, goods and services offered through our website to you, for billing and order fulfilment.

1. Under the Contracts Regulations 2013 you may have the right to cancel your instructions without charge within 14 days from the date on which you first purchased/ downloaded information.

**Right to be forgotten**

1. In accordance with the new GDPR regulations which come into force May 25th, 2018, everyone has the ‘right to be forgotten’. If you would like to permanently delate all your data from our site, please email us with this request to [info@alloquor.co.uk](mailto:info@alloquor.co.uk)

**Right to request data**

1. In accordance with the new GDPR regulations which come into force May 25th, 2018, everyone has the right to request what information, if any, a company holds on them. If you would like to request this, please email us with this request to [info@alloquor.co.uk](mailto:info@alloquor.co.uk)

**Intellectual Property Rights**

1. Alloquor Limited retains copyright and all other Intellectual property rights in all our documents and downloads.

**Liability**

1. We will use reasonable skill and care in the provision of services to you.
2. The services are provided in accordance with the professional practice requirements of the GHR and PHN and the BPS.

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