

Data Protection Policy

The new General Data Protection Regulations came into play on the 25th May 2018 which classify me as a data controller and require me to tell you how I protect your data. In the process of undertaking therapy sessions, some of your personal data will be stored and processed.

This document is provided in order to make as transparent as possible how I use it, where I keep it and what I do with it. For more information please refer to the GPDR website: <https://ico.org.uk>

Personal Data Processed and Stored

In my role as a Counsellor in private practice I collect the following information which could identify you: your name, phone number, email address, and if appropriate your address and GP details. This is so that I have methods of contacting you.

- This information is kept electronically and is password protected. Only myself and my executor have access to this password.

In case of my ill health this information can be accessed by an executor (named in my professional will, usually a current supervisor) who would need this information in order to contact you. This contact information is stored securely in a locked filing cabinet.

I also keep professional notes of each therapy session, identified through initials and the date of the session.

- Your contract and professional notes are stored on paper in a secure locked filing cabinet.
- Your phone number is stored by initials on my phone which has a lock-screen.
- You may make a Subject Access Request to access your personal data, which I would need to respond to within 30 days.

Data Retention / Deletion

I delete 'administrative' type texts or emails that you send me once they have been acted upon, e.g. arranging sessions. If I receive a more in-depth email relating to session content then I will store this electronically which is password protected.

As advised by my professional insurance and regulatory body, the professional session notes will be kept securely in case of them being required for legal claims.

Data Sharing

As stated in my contract there are limited situations where I may share your information, such as if I believe you or someone else is at risk of significant harm. I would always inform you first that I need to share my concerns with another professional (e.g. GP or Care Coordinator).

In rare cases I may be obliged by law to share the content of our sessions – for example if you disclosed matters relating to terrorism or money laundering. In this unlikely event I would always inform you before doing so.

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