

PRIVACY NOTICE

This Privacy Notice describes my policy on collecting, storing and sharing your personal data (information), in line with the General Data Protection Regulation (GDPR) and as a professional registered with the Information Commissioner's Office. This involves informing you of what I do to protect your personal data and therefore your privacy.

I am committed to maintaining the trust and confidence that underpins the therapy relationship, in accordance with the Ethical Framework (2018) of the British Association for Counselling and Psychotherapy, of which I am a member.

The personal data I collect is only that which is necessary for me to provide therapy as a private practitioner and abide by the terms of my therapy agreement. Key data that I collect initially includes name, address, phone contact details (and requesting permission to send SMS messages and leave voice messages), email address, date of birth and GP name and address.

I will not share information with third parties (e.g. your GP or other healthcare professional you may have contact with) unless in negotiation with you or at your request, or in exceptional circumstances when I am legally obliged to, or when I have significant concerns about risk of harm to yourself or others (see section on confidentiality in my therapy agreement / therapy information sheet).

Personal data is collected as a paper record and is securely stored in a locked filing cabinet. This is kept separately from any brief notes I make following each session which does not include personally identifying details. Text messages and email correspondence will be deleted after the content has been noted.

For the purpose of phone contact, your phone number is stored under your initials only in the contacts folder and deleted from this folder once therapy has ended. Your email address is stored in my Gmail contacts and also deleted once therapy has come to an end. I do not keep any other personal data electronically.

If any personal or sensitive data is shared by email it will be via an attachment that is password protected.

If you fill in a contact form on my website, this data is temporarily stored on the website before being sent to me and before I send an initial email reply.

Once therapy has come to an end I may retain my notes for up to 7 years in line with insurance recommendations in case disclosure is required for legal purposes or in the case of a formal complaint. After this time all notes will be destroyed.

If you would like a copy of any paper notes I have made I will provide this within a month of receiving a written request.

In the event of my serious incapacity/death, my supervision colleague Jane (also my professional executor) would have access to your contact details and would contact you and share any relevant information.

Further information about your rights can be found at www.ico.org.uk/your-data-matters

Please ask me if there is anything you would like further information on or anything clarified about my data protection policy.