



Privacy / General Data Protection Regulations Policy

This Privacy Policy explains how information given to me by you is protected and used.

Confidentiality

The content of our sessions is confidential. This means I will not share information about you with a third party unless you consent to that disclosure. So, I will not tell anyone that you attend counselling, or what you say in our sessions, without your permission to do so. However, there are some situations where confidentiality may need to be breached. These are outlined below.

Exceptions to Confidentiality

There are limits to confidentiality in some cases. Confidentiality may be broken if:

- I think that you, or others, are in danger or at serious risk of harm.
- If you refer to anything that I think might pose a risk of neglect or harm to vulnerable adults, or children under 18.
- Where there is a legal requirement to disclose information. This could be because it has been ordered by court, or because the law requires (for example knowledge of a crime in progress or terrorism).

Secure Storage: All data is stored securely and confidentially and used in a safe and ethical manner, in line with Data Protection Act 2018. It is not shared with other people without your consent except, as stated above, in circumstances likely to involve serious harm.

I will keep a minimum of records. This will only include personal data that is necessary for providing this service, and will destroy data when it is no longer needed.

The information that I may store will include:

- This signed contract
- Times and dates of booked sessions
- Confidential case notes (describing the main focus of the session and any important details).

You can ask to see the information at any time.

The **purpose** for collecting this data is:

- To keep a record of my client work
- To effectively communicate with you
- To meet the requirements of the professional bodies I am registered with and my insurer

Any electronic data I store is stored on an encrypted database. All records are password protected and require 2-factor authentication to access. No one other than me has access to the hardware I use, which is password protected.

Any hard paper copies of documents we work with will be stored securely in a locked filing cabinet. I am registered with the Information Commissioner's Office.

Any email communication between us (such as arranging an appointment) constitutes stored data. My email account is protected by two-factor authentication.

In line with standards for record-keeping in counselling and psychotherapy and to meet the requirements of my insurer, I will hold your data for seven years from the end of therapy.

Right to Access: You have the right to ask for a copy of your personal information, free of charge, in an electronic or paper format. You also have the right to ask for an amendment to your personal details or to change any incorrect personal information.

Right to be Forgotten: You are entitled to request access or amendment to your personal information. If you request that I destroy or delete your personal information - I will take all reasonable steps to do so unless I need to keep it for legal, auditing, or business purposes.

Data Portability: As the client, you have the right to receive your personal information which you previously provided, and also have the right to transfer that information to another party.

If you have any concerns about storage of your data, we can discuss this further.

If you are happy with the way your personal information is being collected, stored and used, please provide evidence of your consent by signing below.

I accept these GDPR terms. Signed: _____ Date: ____/____/____