



Privacy Policy

Data Protection regulations mean that I need to inform you what data I collect from you and what I do with it and give you the option to disagree to your data being used.

*** What data do I keep and why I need it? -**

Name, address, email address, phone number – I use this information to contact you regarding your sessions and for use in an emergency.

If we are in a venue they may require your details for fire safety precaution.

My clinical will executor will also have these details to be able to contact you should something happen to me. This is strictly confidential to them only, and they adhere to GDPR guidelines.

GP details – I would use this information if there was a medical emergency during your session or if I had concerns over a disclosure of self-harm or suicidal intent. I would discuss this with you first if possible.

Medical Conditions – this information informs me of anything physical or mental that may impact the counselling process, or you may require help with.

Emergency Contact details – Should something happen to you, I can inform them.

Will I share your data and, if I do, who will I share it with and for what purpose?

My clinical executor would require this data in the event of my death or incapacity to counsel for whatever reason.

It is unlikely that I will share your data other than for legal reasons or safeguarding. It won't be sold or shared or used for any reason other than stated within this document.

I may have to share data if my notes were subpoenaed by court or concerning a risk of harm to yourself or to others – in this case I may pass your information on to your GP, Social Services, the Police or other relevant authority. If possible, this will be discussed with you first.

There are certain **legal requirements of disclosure**, e.g. drug trafficking, money laundering, terrorism activity, or if you **disclosed information about a serious crime**, e.g. murder, rape, torture, kidnapping, or anything to do with harm to a minor which **require me to report this information to the authorities without informing you first**.

I have appointed a Clinical Executor. In the event of sudden illness or injury that prevents me from contacting you or in the event of my death they will contact you to inform you and discuss alternative



arrangements. They will only have access to your personal data if I am unable to contact you personally.

How will your data be stored?

This document, counselling contract and your session notes will be in a locked filing cabinet to which only I have access. They will also be scanned and saved on to a password protected computer. Other relevant documents will be kept on a password protected laptop.

A document linking your unique client code to your name and date of birth is kept in a password protected file on my laptop.

Your phone number and email will be kept in my mobile phone which is passcode protected.

CCTV – Bucks Biz Business Centre (Newport Pagnell venue) has CCTV covering entrances and corridors. It is stored internally. If there is an incident within the building, the footage is shared with insurance or police officials.

Duration of data storage and disposal?

Your session notes, this document and the information linking your data with your unique client code will be destroyed after 7 years in line with GDPR guidelines.

12 months after your counselling has ended, I will delete your phone number and email from my mobile phone.

In the event of my death or sudden incapacity to work any longer my Clinical Executor will be given access to my records and will destroy them.

Subject right of access

As the subject of the data, I collect and notes I keep, you have the right to see this information if you wish. Upon receipt of a written request, I will disclose all the information I hold regarding you within 30 days of receipt of the request.

Consent

If you do not consent to me using your data in this way, I will not be able to work with you.