



PRIVACY STATEMENT

I am registered with the Information Commissioner's Office (ICO) which means I am obliged to tell you what data I will collect from you and how I store/process it.

What data do I need to keep and why do I need it?

- Name and Date of Birth
- Address, email address and phone number
- GP details
- Medical conditions
- Current medication
- Brief background information
- Overview of presenting issue
- Risk assessment (self-harm/suicide)
- Brief, factual session notes

What do I use this information for?

Your contact details will be used only for the purposes of organising sessions while you are in counselling. GP and emergency contact details will only be used if I feel there is serious risk of harm to yourself or others and I would endeavour to discuss this with you first where possible. Background information and presenting issues information is used solely for the purposes of making an informed decision as to whether I am the best counsellor to support you, to ensure I am working within my limits of ability and determine if there is any risk to you, my client.

Will I share your data?

It is very unlikely that I will share your data. I will not sell it on or use it for unethical purposes. I may have to share information and break confidentiality in some specific circumstances:

- If my notes are subpoenaed by a Court of Law
- If you or anyone else you tell me about is at serious risk of harm
- If I become aware of acts of terrorism, drug trafficking or money laundering

Any personal data that is shared will be adequate and proportionate (the minimum required) I attend regular supervision where I take aspects of my client work but your anonymity will be preserved.

How will I store your data and for how long?

This depends on the data. My brief sessions notes are on paper and kept in a locked filing cabinet. Your phone number and e-mail address may be stored in my password protected computer or on my mobile phone, using your initials. Only I will access your information.

How long will I store your data for and how will I dispose of it?

I will keep your session notes, your name and this contract for a minimum of 5 years (as per my insurance requirements)

I will delete your e-mail and phone number out of my mobile phone and computer 3 months after our work finishes.