

The **General Data Protection Regulation (GDPR)** is concerned with the personal information about you that I **collect, store, and share.**

This page details my GDPR policy.

Personal Information I will Collect.

- Name.
- Gender (or preferred identity).
- Age.
- Date of Birth.
- Relationships & Progeny.
- Occupation.
- Address.
- Telephone/SMS number (plus permission to send SMS & leave voice message).
- Email address.
- Counselling History.
- GP details if appropriate
- Medical conditions relevant to counselling.
- Prescribed medication.
- Difficulties.
- Session summary.

How I will store your Personal Information.

Storage Methods.

- **Paper:** written notes (*described below*). These notes are stored in a lockable filing cabinet and kept separate to the personal information which are also stored in a lockable filing cabinet.
- **Smartphone:**
- **Email/SMS/:** your email address and correspondence will be stored in my email account (currently Outlook) by nature of you contacting me. Your telephone number may be stored in my SMS. Electronic correspondence will also be held by the corresponding app (Outlook, Phone's SMS). The phone is protected by both a passcode and fingerprint recognition.
- **Website:** none of your personal information is stored on my website, other than to momentarily collect & send it to my Outlook account for the purposes of our initial contact.
- **Computer:** A client number and first names only are stored on an Excel spreadsheet purely for the purpose to facilitate the filing system and to use the code for sessions notes. The computer is password protected as is the Excel spreadsheet.
- If we have sessions online then I will also have your Skype ID which will be deleted as soon as we finish the counselling.

Documents Held.

Paper...

- Contact Sheet
- Contract/Agreement
- Initial Assessment Record
- Brief Session Notes
- GDPR Agreement (this form)
- Client Code (linking documents)

Electronic...

- Telephone
- Email
- Computer

How I may Process/Share your Personal Information.

Consultation.

I have monthly supervision with another therapist qualified in this process. The consultation process is for my practice (rather than seeking instruction on working with you). In order to protect your privacy, my Supervisor will not know you personally nor professionally. I will refer to you by your first name, and the number code I use. I may refer to your information verbally when it's helpful to my professional processes.

Emergencies.

If your health is in jeopardy (provided I have your consent) I may share your contact information with an emergency healthcare service (e.g. Mental Health Crisis Team).

If I have become aware of your intent to cause harm to another person/organisation (e.g. terrorism), the law may require that I inform an authority without seeking your permission. In such a situation, the law may require that I share your personal information without your knowledge (known as: *whistle-blowing*).

Erasing your Information.

When we have finished working together, I will erase electronic copies of your information & correspondence within one month.

I will hold onto your written information for up to seven years past the end of our working together. This is so that I have a reference of our work in situations such as you returning to counselling in the future. After this time has passed, I will shred the written information.

Your Rights.

You have the following rights...

- To be informed what information I hold (i.e. this document).
- To see the information I hold about you (free of charge for the initial request).
- To rectify any inaccurate or incomplete personal information.
- To withdraw consent to me using your personal information.
- To request your personal information be erased (*though I can decline whilst the information is needed for me to practice lawfully & competently*).

NB: A printed copy of this statement will be given to you when we first meet for counselling. If we agree to continue working together, we will both sign the printed copy of this statement to indicate our agreement.

GDPR Consent

This section is retained for our records.

By signing you agree that you have read, understood and consent to the use and collection of your data in compliance with the General Data Protection Regulations 2018.

Name _____

Name _____

Signed _____

Signed _____

Date _____

Date _____