

## **Privacy Statement**

The General Data Protection Regulation (*GDPR*) is concerned with the personal information about you that I collect, store, and share. I am ICO registered (as a data controller).

### **Personal information I will collect.**

- Name
- Year of birth
- Postcode
- Telephone/SMS number (plus permission to send SMS & leave voice message).
- Email
- Brief Session summary

### **How I will store your personal information.**

- Paper: personal details, written notes, our contract and GDPR agreement are all stored in a locked filing cabinet.
- Smartphone: I will store your contact information with the first 2 letters of your first name. My phone is password protected.
- Email/SMS/WhatsApp: your email address and correspondence will be stored in my email account (currently yahoo) by nature of you contacting me. Your telephone number may be stored in my SMS or WhatsApp app should we exchange messages this way. All are password protected.
- Website: none of your personal information is stored on my website, other than to momentarily collect & send it to my Yahoo account for the purposes of our initial contact.

### **How I may process/share your personal information.**

#### *Therapeutic Will.*

Your name and contact details will be shared with my Therapeutic Executor. This is so you will be contacted in the event of my death, should you still be in therapy/supervision with me.

#### *Emergencies.*

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.

#### *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.**

- To be informed what information I hold (i.e. this document).
- To see the information I hold about you (which will be discussed within a therapy/supervision session)
- To rectify any inaccurate or incomplete personal information.
- To request your personal information be erased (*though I can decline whilst the information is needed for me to practice lawfully & competently*).