

PRIVACY STATEMENT

The duties and responsibilities set out in the General Data Protection Regulation, effective from May 2018 gives people more rights and control over how their data is managed.

The following privacy note sets out what information I collect about you in order to give you a professional counselling service and the legal basis for doing this. It also sets out what rights you have to access your data.

Lawful Basis

I am required to set out the lawful basis for gathering data.

If we decide to work together I ask for your consent for me to hold information. This is augmented by my legitimate interest as a professional to hold information on record for the duration of our work together and for a run-off period afterwards. This is in case I am required by my professional body to account for my work or asked by a court of law to provide information, for example in disputes, family court action etc.

If you withdraw your consent I will remove the electronic data I hold about you but will maintain the written record for the duration of the run-off period (currently three years).

In addition; as information about your health is Special Category Data additional conditions have to be met under Article 9(2) of the GDPR. In this case processing is necessary for the purposes of the provision of health or social care or treatment (section h).

Information held

I need to ask for a certain amount of information in order to communicate with you and understand a little about why you are seeking counselling. I ask for your name and contact details and basic information about why you are seeking help. I also gather some sensitive information about your history and psychological well-being, this will be relevant to the work we have agreed to do together.

Information I hold electronically is your name, email address and phone number as well as e-mails we exchange. These are stored on password protected devices used only by me for my work. I will not share these details with anyone else. As we work I gather information about why you are seeking counselling, significant information about your psychological well-being and keep brief factual notes of what we discuss in our work to help me support you and to reflect on my work. This is stored on paper in a locked filing cabinet.

I do share information for the purposes of my professional supervision in accordance with ethical guidelines, but I do not disclose identifying details.

Your Rights

Under the terms of the legislation you have various rights:

1. The right to be informed (how your information is stored and used)
2. The right of access (to information held about you)

3. The right to rectification (for inaccuracies to be corrected)
4. The right to erasure (to have your data deleted)
5. The right to restrict processing (permission to store but not to process)
6. The right to data portability (allowing you to move, copy or transfer personal data easily)
7. The right to object (eg; processing based on legitimate interests)
8. Rights in relation to automated decision making and profiling (the right NOT to be subject to a decision made solely by automated systems)

A full explanation of these rights can be found at

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

By signing you acknowledge that you have read and understand this information and give your consent to continued data processing. You also acknowledge that you understand that written records will be held until the end of the run off period of three years.

Client Name.....

Client Signature

Date.....