

Privacy Statement and Data Protection

I am registered with the ICO (Information Commissioners Office), which means I need to tell you what data I am collecting from you and what I intend to do with it.

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

Name, age, and date of birth – this is basic information that helps me get to know you.

Address, email address, phone number – this will be used as a way of contacting you regarding your sessions. I will use your preferred method of contact. If this is not successful, and the message is urgent then I will use the other methods.

Doctor's details, next of kin - These details are taken only with your permission. In line with the BACP Ethical Framework, I will only contact your doctor/next of kin if I believe you are at risk. This will be done in consultation with you, if possible.

Session notes

These are primarily a record of attendance and specific incidents, which may need recording (such as writing to a GP, Psychiatrist). These notes are anonymised and kept separate from contact details.

Who will I share data with and for what purpose?

I will not sell your data on or use it for unethical reasons. I may have to share it if subpoenaed by a court. If you or anyone you tell me about is regarded as subject of a safeguarding issue, I will have to pass this information on to your GP, safeguarding services or the police. I am also legally required to have a Clinical Executor in the case of my death, or an event or a sudden illness which prevents me from practicing as a psychotherapist, they will be given access to your contact details and will get in touch with you.

How will I store your data?

The data on your contact sheet is kept in a locked filing cabinet. Your coded data is kept on my password-protected tablet. Your telephone number is kept on my password-protected telephone.

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

Session data, your name and unique code will be kept for six years in line with my insurance company guidance. The document with your contact details will be shredded and your telephone number deleted from my phone one month after our work ends.

If you are not happy with the way I use your data you can complain to ICO www.ico.org.uk or phone them on 0303 123 1113.

Consent

If you do not consent to me using your data in this way it is unlikely that I can work with you. Do you consent to me using your data in this way?

Please write YES or NO _____
Date _____

Print _____ name

Signature _____