

PRIVACY STATEMENT AND CLIENT CONSENT

Information for clients

There is a new data protection legislation that came into effect on 25th May 2018. It requires that you are aware of the information that I will keep about you. I will only keep this information with your consent and you have the right to withdraw this consent at any time. You also have the right to correct wrong data or restrict certain processing.

Identify details

I keep a record of your name and contact details on a paper index card in a secured, locked box.

If you call me on my mobile, I will assume I can save your number for future calls, as relevant, while you are my client/supervisee, unless you advise me otherwise.

I will never share your personal details with a third party.

I will only use your first name for my accounts, which I need to hold for tax purposes. Should HMRC ever investigate me, you will not be identifiable. If you pay me by bank transfer (BACS), do please change your reference if you have any concerns.

Emails

You may share personal information about yourself in an email to me. I will store this in a separate folder on my computer and delete it once your counselling with me has come to an end.

Session notes

I am not obliged to keep any notes, under BACP guidelines, though I am for insurance purposes as is their requirement. These are stored separate from your identity details and are taken in the form of brief handwritten notes as an Aide Memoir, for me, and professional supervision purposes. They are kept in a locked filing cabinet and retained for 5 years.

Sharing of information

Information about your session may be shared in the following circumstances:

- with a supervisor to help with the process, but your anonymity will be maintained
- if you give me information that suggests significant harm may come to yourself or a minor
- if it is demanded by a Court of Law
- if you give me information that I am required to communicate by law (eg. Acts of terrorism)

The information shared will be no more than necessary for the specific purpose. If I write any reports or letters, on your behalf, I will check with you, in advance, for your agreement before sending.

What I need is your explicit consent, in particular to having your email and telephone number on my password protected devices such as my laptop and phone.

DO YOU CONSENT TO ME USING YOUR DATA IN THIS WAY?.....

SIGNATURE.....

DATE.....

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Therapeutic Counsellor and Supervisor