

## **General Data Protection Regulation (GDPR) Statement**

Privacy Statement about personal information kept, collected, stored, and processed.

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

### **Personal information I collect**

I collect the following information in order to help me provide counselling and psychotherapy to you, receive clinical supervision and consultation, and to maintain my accounts for billing and invoicing.

Personal details: name, gender, date of birth, relationships; parents, siblings, children, occupation, address, telephone numbers, email address, counselling /therapy history, medical conditions, prescribed medication, emotional & psychological issues, employment, education, and social life details.

### **How I may Process/Share your personal information**

I have regular supervision/consultation with other therapists, (psychologists, psychotherapists, counsellors, psychiatrists) for my own professional development and the wellbeing of clients. I will discuss personal details in these consultations, avoiding personal identification. The people I discuss my work with are bound by the same rules of confidentiality, code of ethics, and rules of GDPR.

**Therapeutic Will:** In the case of my death, your name and contact details will be shared with my Therapeutic Executor. This is so you can be contacted if you are still in therapy with me.

### **Emergencies**

If I have reason to believe that you intend to harm another person/organisation (eg. terrorism), or yourself, 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. I would always endeavour to discuss this with you in advance if possible or appropriate. It is also the law that a judge can require the release of clinical notes without your permission, and I would be bound by law to release them. Again I would discuss this with you beforehand should this occur.

### **Storage of Information**

**Paper:** Contact details, personal information, assessment/history taking notes, occasional email correspondence, and brief therapy process notes. All paper files/notes are stored in a locked filing cabinet in my office.

### **Word documents:**

My notes are kept for up to five years if possible, so that a background history is available should you return to counselling.

**Smartphone:** I do not keep any notes or personal details in my smart phone. I access my email account through my computer and smart phone. These devices are password protected.

**Website:** None of your personal information is stored on my website.

**Erasing your Information**

I keep electronic emails for up to a year, after which time I erase/delete them from my email account. I delete/erase all SMS/text messages after six months. I am required by law to keep any written notes for up to 5 years after we have completed our work together. After this time has passed, I will generally shred the written information. However, I may keep them longer in case you return to therapy in the future so that I have a reference for our work together.

**You have the following rights:**

To be informed of what information I hold (this document).

To see the information that I hold about you (free of charge for the initial request).

To rectify/correct any inaccurate or incomplete personal information.

To withdraw consent to me using your personal information.

To request your personal information be erased/deleted/shredded. I can decline if the information is needed for me to practice lawfully & competently, or if there is an adverse reason (such as a complaint or legal reason).

A printed copy of this statement will be given to you. We will both sign the printed copy of this statement to indicate our agreement.

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NAME Date

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SIGNATURE- CLIENT

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NAME Date

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SIGNATURE- THERAPIST