

My Privacy Policy

Registered Data Controller - Information Commissioner's Office - Reference ZA331849

As required by Data Protection Guidelines (GDPR) the following will describe how information I may collect from you will be stored and processed.

- I keep your name, and contact details on my phone
- I may also keep brief written counselling/supervision records of your sessions
- I may store email correspondence and a copies of any reports you may request from me.

The legal reasons for holding this information is for the legitimate interest of:

- Contacting you to arrange appointments.
- Working within professional standards of the British Association of Counselling and Psychotherapy by keeping accurate and appropriate records.

Your information is intended for my sole use to provide the best professional service.

Your information is stored securely either in a locked filing cabinet, a personal computer which is password protected. A PIN protects contact numbers on my phone.

I keep contact details and records for 6 years from the end of sessions: after which I destroy written records by incineration and electronic data by permanent deletion

You can ask to see your records- though you will need to give me a written request and 1 month's notice.

This policy will be updated annually in line with legal requirements.