

## Privacy Notice

This document explains what information I hold about you and why. It is provided with the intention to comply with your right to be informed under the General Data Protection Regulation. (GDPR)

I collect data to enable me contact you, or contact others on your behalf with your consent in order to provide the best possible care and professional advice.

I will not use any of your data for marketing purposes.

I take the confidentiality of your personal information very seriously.

Without certain sensitive personal information, I would not be able to offer safe, professional therapy. It is necessary for me to hold and process data related to you in the interests of any safeguarding and risk factors.

You have a right to be informed of fair processing of information with a view to transparency of data. This statement is intended to fulfil that right.

### Personal Data Held includes:

- Contact details: name, address, email and telephone number's
- Date of Birth, Gender, Marital Status, Occupation
- Name and contact details of GP
- Letters from Doctors and Other health care professionals in relation to your care
- Initial Assessment Report
- Session Report - after the first session and every 6 months and closing reports
- Copies of any letters, email correspondence and notes of telephone conversations
- Outcome Measurement Questionnaire Scores PHQ9 & GAD7
- Supervision process notes. (Anonymised notes presented to a senior colleague for quality and safety purposes to maintain standards).

### Your Data will be used for the following purposes:

- To ensure I can make contact with you regarding your therapy sessions.
- For me to discuss case notes at clinical supervision meetings and peer review meetings. It is an ethical requirement for all qualified, practicing therapists to have supervision to ensure their work is safe and effective.
- To carry out anonymised research

### The new GDPR requires data controllers not to keep information for longer than is necessary or relevant.

Your data will be kept for the duration of your therapy, and for a further period of six years from the date of your last attendance. Your file will then be disposed of safely and securely in accordance with data protection guidelines.

You have the right to access the information I hold about you. Access should be requested in writing. You have the right to data portability in that you may obtain and reuse your data for your own purposes across different service providers.

All paper records are kept securely in accordance with data protection regulation.

I will never release information to any third party (eg work, insurance company, or occupational health requests for information) unless you give your explicit consent. Any request for your information by third parties, I must have your written consent before I release any details about you.

### Safeguarding:

I may need to share information with your GP, other medical practitioners or safeguarding authorities where this is necessary for your safety or that of another person. I would always do this with your consent, unless I feel that you or another person was at risk.

### Further guidance and complaints:

In the event of you wishing to make a complaint about how your personal data is used, held or processed, you have the right to complain and I would hope you discuss and concerns you have with me in the first instance. I shall respond to you within 30 days. If I do not, you can complain to the IOC (Wycliffe House, Water Lane, Wilmslow, SK9 5AF Tel: 0303 123 1133 or email: [ioc.org.uk](mailto:ioc.org.uk))

