

# **Data Privacy Policy**

Your privacy is important to me. This document explains how your personal information may be collected, stored, used and shared in accordance with UK General Data Protection Regulations (UK GDPR).

## **Secure Storage of Information**

Any personal information and counselling notes I keep are stored in password-protected files on secure computer equipment. Every reasonable effort is made to keep your information safe and confidential.

## **Confidentiality & Sharing of Information**

What you share in counselling is confidential.

In some settings, such as contract work involving third parties (for example NHS, GP or Social Services referrals), there may be occasions where limited information needs to be recorded or shared where relevant to the service being provided. This would normally be discussed with you where appropriate.

As part of ethical practice, I discuss my client work in clinical supervision. This supports reflection on the work and helps me work safely and effectively. No identifying personal details are disclosed in supervision.

## **Legal Exceptions to Confidentiality**

Confidentiality is a central part of counselling, though there are some legal and ethical exceptions.

These may include situations where there is a serious risk of harm to yourself or others, safeguarding concerns, or where disclosure is required by law, such as in response to a court order or other legal obligation.

Where possible, this would be discussed with you first.

## **Right of Access**

You have the right to request a copy of the personal information I hold about you, free of charge.

You also have the right to ask for inaccurate information to be corrected.

## **Right to Be Forgotten**

You have the right to request that personal information held about you is erased where it is no longer relevant to the original purpose for which it was collected, or where you withdraw consent.

This right may be subject to legal, ethical or professional obligations requiring certain records to be retained.

### **Data Portability**

You have the right to receive the personal information you have provided in a portable format and, where applicable, request that it be transferred to another service provider.

### **Data Retention**

Counselling notes and records are retained only for as long as necessary in line with ethical, legal and insurance requirements, after which they are securely destroyed.

If you have any questions about how your information is handled, you are welcome to raise them with me at any time.