



## **Privacy Notice**

To ensure full compliance with the General Data Protection Regulation (GDPR) it is necessary to explain how your data is collected and handled, both during and after your counselling sessions.

Your Counsellor, Paula Peden, is registered with Information Commissioners Office as a 'Data Controller' in accordance with GDPR.

The data you provide is held securely and will only be used in accordance with GDPR and ethical principles (contained in the British Association of Counsellors and Psychotherapists Ethical Framework).

### **How I will use your personal data**

The data held about you is the information on this consent form, your initial registration or referral form and information on the assessment form completed in the initial counselling session (including full name, address, date of birth, telephone and email details, GP details, medical conditions, an emergency contact number, medication, involvement with other services and reason for counselling).

Brief factual counselling notes made and retained about counselling sessions will not be shared with anyone unless legally required to, or you request they are shared with another third party (in which case your Counsellor reserves the right to refuse to share the information), or it forms part of the Counsellors contract with a third-party referrer (eg, insurance company, etc). You can request to see your data at any time and, subject to legitimate interest, request it to be permanently deleted.

Your data will be retained as long as is reasonable and necessary, which may be to fulfil statutory and professional obligations (e.g. our insurance policy).

Your Counsellor holds a Clinical Will. In the case of their immediate incapacitation your name and email will be passed to another professional so that you can be informed of this. The information will then be disposed of safely.

I understand and agree to the Counsellor holding my data.

Signed:  <i>(Client)</i>	Date:
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