



Find Yourself Be Yourself Grow Yourself

Privacy Statement and Data Protection

I am registered with the ICO (Information Commissioners Office) which means I need to tell you what data I am collecting from you and what I intend to do with it.

What data do I keep and why do I need it?

Name and age – this is basic information that helps me get to know you

Address, email address, phone number – I use this as a way of contacting you regarding your sessions. I will mainly use the method you first contacted me on but if I can't reach you I will try a different method.

Doctors details – If I was worried that you were at risk then I may need to contact your doctor, if I could I would tell you I was going to do this.

CCTV – If you are a client I see in person, I do have a ring doorbell and that records footage. This footage is kept for 60 days and is not shared with anyone else unless required by law.

Will I share your data and if I do who will I share it with and for what purpose?

It is very unlikely that I will share your data. I will not sell it on or use it for unethical reasons. I may have to share it if my notes are subpoenaed by court, if you or anyone you tell me about is at harm or risk of harm I may have to pass this information on to your GP or the police.

I use a Virtual Assistant and a bookkeeper who may see information such as emails, payment information and contact details when doing other administrative activities. They will not see your client notes and are all registered with the ICO.

I have also appointed a Clinical Executor. In the unfortunate event I can no longer work with you they will have access to your details and will get in touch with you.

How will I store your data?

The google form you fill in when you start working with me will be kept on my google drive until we finish working together and then I will delete it.

I keep brief electronic notes that are stored on One Drive using a reference number I assign to you. I keep another document with all reference numbers and full name.

The data on this paper is kept in a locked filing cabinet. I transfer your name and a code to my password protected lap top and your phone numbers may be kept in my business mobile phone which is code protected.

Group Work notes are stored under the group name not under each individual.



How long will I store your data for and how will I dispose of it?

I'll keep your session notes, your name and your unique code for 5 years which is the time frame my insurance company requests.

I'll shred this document with your personal information on 1 month after our work finishes.

I'll delete your phone number out of my mobile phone 1 month after our work finishes.

You may decide to sign up to my newsletter and if you do that I will keep your information through the sign up form but that is separate to this agreement.

Is this different for EAP/Insurance clients?

Your EAP may have given me more information than I would normally collect for example where you work and registration numbers. Each EAP is different so it depends on your EAP. I usually need this information when I am sending my invoice to your EAP as a way of recognising your case. This information is usually in the format of an email and I will delete this extra data once your EAP has reimbursed me for our work together.

If you are not happy with the way I use your data you can complain to ICO at www.ico.org.uk or phone them on 0303 123 1113.

Consent

If you do not consent to me using your data in this way it is unlikely that I am able to work with you.

