

**Privacy Statement**

**It is advised we store data for 7 years so please find below how we use your data and seek your permission to do so, without this we unfortunately cannot accept you as a client.**

I will collect basic personal details from you prior to commencing therapy, including name, date of birth, address, GP details, and next of kin. These are obtained with the purpose of providing care, verifying identity, contacting you if there is a problem, contact in case of emergency, and processing payment. This data is processed with the legal basis of legitimate interest and the contract agreed prior to sessions.

Information provided will only be shared at your request/with your consent unless I believe that there is a risk to yourself, others, or there is a legal obligation (e.g., report of a serious offence). Data is stored securely electronically and/or in paper format and is retained for 10 years, which is in line with good practice guidelines by the Health and Care Professions Council. Data stored electronically is in word documents which are password protected on laptops which are also password protected. Data in paper format consists of handwritten session notes and is stored separately from all personal identifiers (name, address etc) and secured in locked filing cabinets. Information will only be shared with third parties if you approach me via a third party (e.g., Insurance company) or as part of a legal procedure. In these circumstances this will be discussed with you within the initial session to ensure you are fully informed and consent to this. If information is shared in these circumstances, all correspondence will be through secure email, and any attachments will also be password protected for additional security.

You have the right to request deletion of data, to request access to your information, to change any information that is factually inaccurate, and to be informed of how your data will be used. The information will be used purely for your care and is processed by the data controller only. As a result of sharing your information, you will not be subject to any automated decision making, profiling, or marketing. If you have any concerns about the way your data is handled, you can discuss this with myself and have the right to make a complaint to the Information Commissioners Office (ICO). The ICO are the UKs independent authority for upholding information rights and data privacy in the public interest.

I post accounts on Facebook and Instagram however at no point are your details disclosed and this is purely as sometimes a story can resonate with someone and actually save a life as they reach out for help. There is also CCTV running in the therapy room and this is also not used and is only there for your safety and mine as a lone worker.

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

