

Paul Grimmer Psychotherapy

Privacy Policy

Paul Grimmer

E-mail: connect@paulgrimmertherapy.co.uk

Web: www.paulgrimmertherapy.co.uk

Policy completed: 25th January 2024

Due for review: 25th January 2025

The Type of Personal Information I Collect

I currently collect and process the following information:

- Your name and contact information.
- Notes taken during and after therapy sessions.
- Psychological formulation of your difficulties.
- A copy of our therapy contract.
- Any letters or communication between us pertaining to therapy.
- Video or audio recordings of sessions as part of the process of supervision – consent would always be requested prior to any recording of a session being made and a consent form would be signed and retained in this situation.

How I Collect Personal information and Why I have it

Some of the personal information I hold is provided by you, for example your contact details. Other information is created by me in response to our discussions in the therapy session, for example recorded notes, psychological formulation and therapy letters.

I may also accept other personal information not listed at your request and by agreement if it is appropriate to our therapy.

I use the contact information that you provide solely for the purpose of our direct communication. The information gathered from and in response to sessions is used by me to guide the therapy process.

Therapy notes are confidential and will not be shared. In legal terms, a judge may order access to notes under a court order. I am under no legal obligation to share information with any other authorities and would do this only in exceptional circumstances. These

would be directly linked to any significant concerns around risk and safety and I would endeavour to seek your consent before doing so.

As part of my ongoing professional development and fitness to practice I must receive ongoing clinical supervision of my therapeutic practice. As such, I might share information gathered from our sessions with a clinical supervisor. Confidentiality would be maintained at all times, which means I will not share your name or contact information and your identity will remain anonymous. Any supervision will be provided by a clinician who also abides by GDPR and their own professional code of conduct around confidentiality.

As part of my ongoing professional development and fitness to practice as a therapist, I must obtain video or audio recordings of some of my therapy sessions. Sessions would be recorded only with consent from you and a separate consent form would be signed in this instance.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting Paul Grimmer at: connect@paulgrimmertherapy.co.uk

(b) I have a contractual obligation based on the therapeutic contract we signed together to hold information to fulfil the obligations placed upon me as a therapist and to aid therapeutic effectiveness

How I Store Your Personal Information

Your information is securely stored.

I keep all personal information for a period of 7 years from the date of our final therapy session. If there are any significant concerns about your long-term wellbeing, I might seek consent from you to hold your information for a longer period of time. Your information will be stored in a secure locked cabinet in my home. No digital information will be stored in the cloud. Following the holding period, I will dispose of your information by shredding or permanently deleting it.

Your Data Protection Rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask me for copies of your personal information.

Your right to rectification - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

Your right to erasure - You have the right to ask me to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

Your right to withdraw consent - You have the right to withdraw consent for the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at connect@paulgrimmertherapy.co.uk if you wish to make a request.

How to Complain

If you have any concerns about my use of your personal information, you can make a complaint to me at connect@paulgrimmertherapy.co.uk

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>