

# Kathryn Webb Therapy



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## GDPR policy 2025 - 2026

**Therapist Name:** Kathryn Webb

**Role:** Independent Counsellor, therapist and advisory teacher

**Location:** United Kingdom (with in person and online services)

### Purpose of This Policy

This GDPR policy outlines how I handle, store, and protect client data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and professional standards set by the BACP, and relevant accrediting bodies. It applies to all therapy services offered both online and face to face.

### Lawful Basis for Processing Data

I collect and process personal information based on the lawful grounds of:

- **Contractual necessity** (to provide therapy services)
- **Legal obligation** (e.g. safeguarding requirements)
- **Legitimate interests** (e.g. maintaining case notes)
- **Explicit consent** (e.g. sharing information with a GP or third party)

### What Data Is Collected

The following information may be collected:

- Name, contact details, GP information
- Date of birth, emergency contact
- Session notes (brief factual notes only)
- Medical or mental health history where relevant
- Visuals from sessions and work together

### How Data Is Stored

- All records are kept **electronically**, stored on password-protected, encrypted devices.
- Files are stored in compliance with UK GDPR security principles.
- Kathrynwebbtherapy is registered with the ICO (Information Commissioners Office).
- No paper records are held.

## Confidentiality and Sharing

- Client information is confidential and will not be shared without consent, except where required by law (e.g. safeguarding, court order or case of medical emergency).
- If I need to discuss a case with a GP, supervisor, or other party, I will seek your consent first wherever possible.

## Your Rights

Under UK GDPR, clients have the right to:

- Access personal data held about them
- Request corrections to inaccurate data
- Request erasure (subject to legal and professional obligations)
- Restrict or object to certain data processing
- Lodge a complaint with the Information Commissioner's Office (ICO)

## Retention and Deletion

- Client records are retained for **5 years** after the last session (or until age 25 for child clients), as recommended by the BACP, and in line with the insurance provider - Holistic Insurance.
- After this period, records will be permanently deleted.

## Supervision and Security

- I discuss anonymised client work in supervision, in accordance with ethical practice.
- All data access is limited to me as the sole practitioner.

## Breaches

- In the event of a data breach, I will inform affected clients and report it to the ICO within 72 hours, where necessary.

I take your privacy seriously. Your details and session notes are stored securely and never shared without your permission—unless I'm legally required to. You can ask what I hold about you at any time. This policy helps ensure your rights are respected and your information is protected.

**Review Date:** April 2026

**Next Review Due:** April 2027

For questions about your data, please contact me directly.