



## Clarity to Thrive Privacy Statement

This statement informs you about the data I collect from you and how I intend to use, store, and protect it, in accordance with Australian Privacy Laws and the Australian Privacy Principles (APPs)..

### Data Collection: What data do I keep and why do I need it?

In order to provide effective therapy and support, I may need to collect and retain certain personal data, including:

#### 1. Basic Information:

##### **Name, Age, and Contact Details (Address, Email, Phone Number):**

This information allows me to identify you, understand your needs, and communicate with you regarding appointments, sessions, and therapy-related matters. I will primarily use your preferred method of contact, but if I am unable to reach you, I may use alternative methods.

#### 2. Medical Professional Details:

##### **Health Practitioner Information (e.g., GP, Specialist):**

If I have concerns about your safety or well-being, I may need to consult your medical professional. Where possible, I will notify you before doing so

#### 3. Session Notes:

- I maintain brief, anonymised notes of our sessions, securely stored on a password-protected device or file system. These notes are used solely to support the progress and continuity of therapy

### Data sharing: Will I share your data?

Your personal data is handled with the utmost confidentiality and will not be sold or shared for any unethical or non-therapy-related purposes. However, I may be required to disclose your information in the following situations:

#### **Legal Obligation:**

If my notes or records are subpoenaed by a court of law.

#### **Risk of Harm:**

If you disclose information that suggests there is a serious risk of harm to yourself or others, I may be legally or ethically required to pass this information on to relevant authorities or medical professionals.

#### **Supervision:**

During professional supervision sessions (for ensuring the quality of my services), I may discuss your case, but I will only use your first name or anonymised details to maintain confidentiality.

### Data Storage: How Will I Store Your Data?

Your personal data is stored securely on a password-protected device, and your session notes are identified using only your initials to protect your identity. I take reasonable steps to safeguard your data from unauthorised access, misuse, loss, or theft, in compliance with the Privacy Act 1988.

### Data Retention: How Long Will I Store Your Data and How Will I Dispose of It?

Your data, including session notes, will be retained for at least seven years or longer if required by law or my professional insurer. After this period, all personal information will be securely and permanently destroyed, including digital and paper records.

## **Your Rights: Accessing and Correcting Your Data**

You have the right to request access to your personal data at any time. If you believe any information I hold is inaccurate or outdated, you can request that it be corrected or updated. To make such a request, please contact me via email or phone, and I will respond promptly.

## **Consent**

By booking an appointment, you acknowledge that you have read and understood this Privacy Policy, and you consent to the collection, use, and storage of your personal data as outlined above.