

Our Counselling Client Contract – Privacy Policy

Privacy Policy

There are some legal and practical considerations to how your data may be stored, used, and how and when you may be contacted. Although Swiss law applies, and may be less comprehensive than EU General Data Protection Regulations (GDPR) May 2018, I work to ethical best-practice standards.

In extreme circumstances, you may be contacted by a person nominated on my authority according to your preferences indicated in our “How We Will Work Together” contract.

Secure Storage

Your personal information is stored securely and confidentially:

- Electronically, using random reference-codes with password protection and/or
- Paper format which is stored in a locked cabinet, random reference-coded for protection.

Any data collected is used to enable effective communication during the therapeutic process, it is used in a safe and ethical manner.

It may become necessary to share your data with a third party if I feel you, or someone else close to you, is at risk of significant harm. All reasonable attempts will be made to discussed with you before disclosure. For certain legal jurisdictions, I do have a legal obligation to report the following circumstances:

- In compliance with a subpoena or court order;
- fraud, money laundering, drug trafficking or acts of terrorism;
- concerns over child protection.

I hold your contact details for up to 7 years after the therapeutic process has ended. Any session notes are held securely and confidentially for 7 years after the therapeutic process has ended. After this they will be securely destroyed or erased.

Right to Access

You have the right to amend or change any incorrect information about you, and ask for a copy. This may take up to 4 weeks to deliver securely.

Right to Erasure

You have the right to ask me to erase any information that I hold about you. In all cases and when considering such requests, these rights are obligatory unless it is information that I have a legal obligation to retain. This includes your personal information that is no longer relevant to original purposes, or if you wish to withdraw consent.

Data Portability

As the client, you have the right to receive your personal information which you previously provided. You also have the right to transfer that information to another party. This may take up to 4 weeks to deliver securely.

Informed Consent & Agreement

In signing this statement, you confirm agreement to how your personal information and data is collected, stored, and used.

Client Signature(s):
Place and Date:

Ian Reid Signature:
Place and Date: