



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.

If there is an emergency on my side, and I cannot contact you directly myself, then you consent that I may exceptionally and temporarily give a Professional Colleague or Nominated Administrator access to your contact details, to contact you on my behalf.

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, ethical, and confidential manner.

It may become necessary to share your data with a third party if I feel that you, or someone else close to you, is at risk of significant harm. All reasonable attempts will be made to discuss this 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. This may take up to 4 weeks to action securely.

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 & Confirmation of Reading

Thank you for reading through this document. I hope that it has answered many questions for you. Please initial/sign, date, and place, to confirm that you have read and understood these fundamentals of how your data may be stored and used.

Signature:

Date:

Place: