

## Privacy Policy

**Katherine Cox | KCC Psychotherapy**

**Behavioural and Cognitive Psychotherapist (BABCP Accredited)**

**Effective Date:** 22 Aug 2025

**Next Review Date:** 22 Aug 2026

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### 1. Introduction

Welcome to KCC Psychotherapy. I am Katherine Cox, a BABCP-accredited Cognitive Behavioural Therapist committed to protecting your privacy and ensuring that your personal data is handled securely and respectfully.

This Privacy Policy explains how I collect, use, store, and protect your personal information, in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- BABCP Standards of Conduct, Performance and Ethics
- NMC Record Keeping Standards

You have a right to understand how your information is used. I never sell or share your data for marketing or unrelated purposes.

For more information about your data rights, visit: [www.knowyourprivacyrights.org](http://www.knowyourprivacyrights.org).

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### 2. Legal Basis for Processing Your Data

Your personal data is processed under the following lawful bases:

- **Consent** – When you explicitly agree to the processing of sensitive health information.
  - **Contract** – To deliver psychotherapy services as agreed.
  - **Legal Obligation** – To comply with legal or professional requirements (e.g. record-keeping).
  - **Vital Interests** – In emergencies where life or serious harm is at risk.
  - **Legitimate Interests** – For safe and ethical practice management, including clinical supervision.
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### 3. Data I Collect

The types of personal data I may collect include:

- **Personal Information:** Name, date of birth, contact details, GP, emergency contact
- **Sensitive Health Data:** Mental health history, medications, risk assessments, issues discussed in therapy
- **Therapy Records:** Session notes, CBT tools, outcome measures (e.g. PHQ-9, GAD-7), treatment plans
- **Administrative & Financial Records:** Invoices, agreements, appointment history, communications
- **Consent & Legal Documents:** Consent forms, safeguarding records, complaints, data access requests
- **Supervision Records:** Anonymised notes used during reflective clinical supervision

⚠ If essential data is not provided, therapy services may not be possible. This would be discussed with you directly.

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### 4. How Data Is Collected

Information is collected directly from you or, with your permission, from third parties such as insurers or healthcare providers. Data may be collected via:

- Phone
  - Email
  - Website forms
  - In-person or online sessions
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### 5. How Your Data Is Protected

I use robust measures to keep your data safe:

- Encrypted and password-protected systems
- Secure cloud or local storage compliant with UK data laws
- Two-factor authentication for email access (where applicable)
- Data access is restricted solely to me

Your data is **never shared without your consent**, unless legally required.

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## 6. Data Retention

- Records are kept for **seven years** after the end of therapy
- For clients under 18, data is retained until they turn **25**
- After this period, data is securely deleted or destroyed

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## 7. Confidentiality & Sharing

Your information is treated confidentially. It may only be shared if:

- You give explicit consent
- Required by law (e.g. court order)
- There is a serious risk to you or others
- Anonymised content is shared in clinical supervision
- Emergency services need access to protect life

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## 8. Your Rights

You have the right to:

- Access your data
- Correct inaccurate or incomplete information
- Request data deletion (in certain cases)
- Restrict or object to certain types of data use
- Request data portability
- Lodge a complaint with the Information Commissioner's Office (ICO)

To make a request, email: **kccpsychotherapy@yahoo.com**. I will respond within one month.

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## 9. Data Breaches

If a data breach occurs:

- I will act quickly to assess and contain the situation
- I will notify affected individuals where appropriate

- I will report serious breaches to the ICO within **72 hours**
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## 10. Concerns & Complaints

If you have concerns about how your data is handled, please contact me directly:

 **kccpsychotherapy@yahoo.com**

You can also contact the Information Commissioner's Office (ICO):

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

 **0303 123 1113**

 **www.ico.org.uk**

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## 11. Marketing

I do **not** use your data for marketing purposes.

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## 12. Cookies & Website Usage

My website uses cookies to improve user experience. You can manage cookie preferences through your browser settings. Note that some website features may not function correctly without cookies.

The website complies with UK privacy laws and adopts a proactive approach to user data protection.

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## 13. Contact Details

**Data Controller:** Katherine Cox

**Practice Name:** KCC Psychotherapy

**Email:** kccpsychotherapy@yahoo.com

**ICO Registration Number:** ZB584667

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## 14. Policy Review

This Privacy Policy is reviewed annually or sooner if there are changes to:

- UK data protection legislation
- BABCP or professional guidance
- Practice operations impacting data handling