**Connect evolve counselling service.**

**PRIVACY AND DATA PROTECTION STATEMENT**

This statement outlines Connect, Heal, Evolve Counselling Services procedures for collecting, storing, and processing personal data. Personal data means data which relates to a living individual who can be identified from the data or from other information from that data, to comply with the Data Protection Act (DPA) 2018.

**This statement covers all the principles under the DPA. These are known as the ‘data protection principles’ and ensures information is:**

 Used fairly and lawfully.

 Used for limited, specifically stated purposes.

 Used in a way that is adequate, relevant, and not excessive.

 Kept for no longer than necessary.

 Kept safe and secure.

 Not transferred outside the European Economic Area (EEA) without adequate protection.

**Contact details of the person responsible for taking the lead on compliance:**

Claire Payne is responsible for personal data, information on procedures dealing with both internal and external access requests and how the information collection is used.

**What is meant by informational privacy?**

 The ability of a person to control, edit, manage, and delete information about themselves and to decide how and to what extent such information is communicated to others. Intrusion can come in the form of collection of excessive personal information, disclosure of personal information without consent and misuse of such information. It can include the collection of information through the surveillance or monitoring of how people act in public on private spaces and through the monitoring of communications whether by post, phone or online and extends to monitoring the records of sender and recipients as well as the content of messages.

**Why I need the information I hold about an individual:**

I need to request and store your details to administer and deliver the service you have requested, and to comply with any legal or professional body responsibilities that ensue in the delivering of that service.

**What I am going to use it for:**

To contact you, to record the relevant personal contact details you give consent for me to hold, and to record session notes and send invoices where appropriate. **Where this information is stored:**

I will hold handwritten notes only, which are coded to ensure anonymity, and will be kept in a lockable file, your contact details are held in a separate lockable file and at no point come together.

Only your Initials are held on my mobile phone and will be deleted at the end of therapy.

Your initials only will be written in my diary.

For clients who are referred through a third party for counselling a report may be requested at the start and end of therapy. I may have to send details electronically and this is the only exception to handwritten notes.

**When and how I delete the information, I hold about you:**

On request, or 6 years after our last contact, I delete by electronic means and destroy paper records by shredding.

**When I pass on personal information:**

I will only share personal information as follows:

If during my contact time with you I become aware that there is a safeguarding risk to either you or another person, I will contact whoever we agreed upon at our first session and/or college/professional body/emergency services/where appropriate.

My supervisor will be handed all my counselling related paperwork should I become indisposed and will destroy notes accordingly.

At your request.

Where I need to comply with a legal requirement to do so (a court order for example).

You can request a copy of your records at any time, and have the right to have these deleted, please see the guidance on <https://ico.org.uk/>

