



Sharon Doherty Privacy Notice

Reason for collecting Personal Data/Information

I collect relevant personal information from clients to enable a working record of contact information, in case of emergencies and for the on-going work in the therapeutic relationship.

Confidentiality

I am bound by the [BACP Ethical Framework for the Counselling Professions](#), and also the [BACP Ethical Framework for the Counselling Professions Supplementary Guidance: Working Online \(GPiA 047\)](#). I provide confidentiality within these guidelines.

Our sessions are strictly confidential, and the contents will not be disclosed beyond good practice guidelines. These guidelines dictate the following exceptions to the confidentiality rule;

- I am required by the British Association for Counselling and Psychotherapy (BACP) to engage in regular monthly supervision. You may be discussed during the supervision; however your identity will remain anonymous. Clinical supervision is in place to ensure that your psychotherapist is working ethically and safely, and to ensure that you receive the best practice.
- Therapists are required to break confidentiality if they assess you are a risk of harm to yourself or to others. If at all possible they would always discuss a potential breach of confidentiality with you in advance. If at any point during the counselling you were in need of emergency, medical, or additional support, I may ask for your consent to contact your GP or other appropriate services. If at any point during the counselling you reveal intent to cause risk of harm to others, all counsellors are then legally bound to make disclosure to the relevant services if you intend to harm yourself. I will assess the risk and may need to refer you to mental health services in your area.
- Under the GDPR psychotherapist also has a legal requirement to disclose data if you are involved in drug money laundering, planning terrorist's offences or if a Court Order has been made.
- With regard to online counselling via email, text/message, and webcam, the police and other authorities can ask for access to an individual's email account or synchronous messaging account where there is suspicion of illegal or terrorist activities. They can also ask counsellors/psychotherapists for access to stored records. Counsellors/psychotherapists are not able to guarantee confidentiality in these circumstances.

How will your personal data be stored and for how long?

- Personal data pertaining to our sessions and work together will be as minimal as is possible and will be stored under a coded client ID, password protected, and encrypted. Any handwritten information will be coded and stored in a locked cabinet. Personal data/records of our sessions will be kept for up to 5 years after our work together has ended. Your personal data will be disposed of by wiping the electronic files and shredding

any handwritten information. You can also request (in writing) that this data is destroyed: during our contact, once our work together ends, or at any time thereafter.

- Your telephone number will be coded by your initials and ID numbers. Your telephone number will be stored only for contact purposes.

Your rights under GDPR

- You have the right to request access to your client record and receive an explanation of what is held within it.
- You have the right to withdraw consent, to request erasure or correction of your client record, to request portability where it applies in law, and to object to or restrict collection and processing of your data.
- You have the right to know the source/s of personal data not originating from yourself, and the right to not receive unsolicited marketing.
- You have the right to be made aware of any companies automatic decision making processes (e.g, profiling) and any significance and consequence for yourself.

You will be made aware of any data breaches within 72 hours. You can be compensated for any damage or distress caused by the data breach. You have the right to complain to the ICO (Information Commissioners Office) if you are unhappy with the data processing arrangements, and to engage representation from a not-for-profit body in doing so.

Should anything happen to me that prevents me from attending a session and from communicating with you directly – such as illness or death – then I have appointed a Therapeutic Executor who is also governed by the BACP and observes both their Ethical Framework and existing Data Protection laws. The Therapeutic Executor would be able to access your contact details and inform you should this situation arise. Your signed consent of the Privacy Statement & Personal Information form will acknowledge that you fully understand and accept the policy for records held, and also gives your consent to use of personal and sensitive personal data for the stated purposes.

Any working contract shall be construed and governed in all respects in accordance with the laws of England and Wales and any dispute or differences in relation to this agreement shall be subject to the exclusive jurisdiction of the English Courts.

This Privacy Statement is subject to change as circumstances and the Law demand – Please check it periodically to reassure yourself.

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