

This is to inform you what data I am collecting from you and what I intend to do with it.

**What data do I keep and why do I need it?**

**Name and age** – this is basic information that helps me get to know you.

**Address, email address, phone number** – I use this as a way of contacting you regarding your sessions. I will mainly use the method you first contacted me on but if I cannot reach you, I will try a different method.

**Next of kin/medical professional’s details** – If I was worried that you were at risk then I may need to contact your next of kin or medical professional, if I can. I will let you know when/if I am going to do this.

**Session notes** – I keep brief notes of our session(s), [add in a description of how these are kept].

**Will I share your data and if I do, who will I share it with and for what purpose?**

It is very unlikely that I will share your data. I will not sell it on or use it for unethical reasons. I may have to share it if my notes are subpoenaed by court, if you or anyone you tell me about is at harm or risk of harm I may have to pass this information on. I may also discuss your case during supervision but I only use your first name.

**How will I store your data?**

It is mainly stored as hard copy in a locked filing cabinet. Immediately after the work is finished, I transfer the data with your initials to my password protected computer. Your phone number(s) may be kept in my business mobile phone with your first name and last initial. Only I will access your information.

**How long will I store your data for and how will I dispose of it?**

I will keep your details and session notes for the time required by my insurer currently 7 years.

After this time I will destroy any document with your personal information and delete your phone number out of my mobile phone.

**Consent**

Do you consent to me using your data in this way? Please write **Yes or No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Client:** \_\_\_\_\_

**Signature of Client:** \_\_\_\_\_

**Name of Therapist:** ERICA-ANNE ALLAN

**Signature of Therapist:** *Erica-Anne Allan*