



Email: sccounselling@yahoo.com

Website: www.ocws.info



Privacy Policy

I take your privacy seriously and I am committed to keeping your personal information secure and confidential, fulfilling the spirit of the UK General Data Protection Privacy Regulations (UK GDPR).

What information is held

I only collect personal information that you provide directly, which may include your contact details (for purposes of communication), relevant past experiences, and health information. I may also keep brief notes after sessions. All data is stored electronically and is encrypted and password protected. I will never record our sessions.

Confidentiality and exceptions

I protect your identity wherever possible by not using your name but an assigned code (for example, A1). However, your information may be disclosed without consent in the following rare circumstances:

- If there is a serious risk of harm to yourself or others
- If required by law (e.g. terrorism, money laundering, drug/human trafficking)
- If ordered by a court

Who has access to your information

Your information is accessed only by myself, and may be passed on to my clinical supervisor if required but your name would be changed to your assigned code. My supervisor is also bound by professional confidentiality and ethical codes.

Your rights

You have the right to:

- Access the personal information I hold about you
- Request corrections or deletion of your data
- Ask for limited data processing or data transfer to another system
- Raise any concerns, which will be formally recorded

Please contact me if you would like to exercise any of these rights.

Data retention and breaches

Client records are kept securely for three years after counselling ends, and then destroyed. In the unlikely event of a data breach, affected individuals will be informed immediately.

Information Commissioners Office (ICO)

I am registered with the ICO. My registration reference number is ZB949856.