

# Frankie Aitchison Counselling and Psychotherapy - GDPR Privacy Statement

## What I collect:

I collect the following personal information:

- I collect identifiable personal information such as name, email, phone numbers, address, GP details, Personal history and family history
- When you contact me via email or telephone I will collect your number and email address
- I collect details of session content which is referred to as Clinical Notes
- When you visit my website, it collects cookies
- If you contact me through an external website, I receive the information you have sent

## Why I collect it and what I do with your information:

The information that you provide is used for the following purposes:

- Assessing your needs and for providing a counselling or psychotherapy service to you and as part of our contractual agreement and my ethical process in order for us to work together
- Some non-identifiable information may be shared with my supervisor who will provide professional advice and feedback to me. This will be done anonymously so you will not be identified from this process.
- I will securely store the information acquired from the counselling or psychotherapy sessions in a locked filing cabinet.
- In order to arrange sessions and to make contact if sessions need to be cancelled or rearranged
- If there is a risk to self or others I may use your personal details to inform the appropriate parties. Wherever possible this would be discussed with you before it happened.
- Clinical notes are kept to help inform sessions and to assist with treatment planning

## What is the data used for:

The personal information collected is used solely for the purposes described above. I do not share your personal data with any third party except in the following circumstances:

- Where the client gives consent for the confidence to be broken.
- Where the therapist is compelled by a court of law.
- Where the information is of such gravity that confidence cannot be maintained; for example where there is a possibility of harm to self and others and in cases of crime.
- Where a locum has a need to know (this will be discussed with the client)
- When referring GP or agency require reports. This is reviewed and countersigned by you.
- If you decide to pay by card I use izettle, I would advise you to look at their data policy as to how they deal with your data
- In the event of my illness or death, my clinical executor would have access to your data so that they could inform you and discuss your options with you

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## **How long do I keep your information:**

- Your information will be kept for no less than seven years but may be kept for longer and this will depend upon a variety of different factors (e.g. legal rules, insurance requirements, changes to ethical policies, returning clients, etc.)
- Phone numbers and email will be deleted three months after our contract has ended
- All data (digital and hardcopy) will be destroyed securely via shredding

**Your Rights:** The GDPR provides the following rights for individuals:

1. The right to be informed 2. The right of access 3. The right to rectification 4. The right to erasure 5. The right to restrict processing 6. The right to data portability 7. The right to object 8. Rights in relation to automated decision making and profiling.

Please contact me directly if you have concern about how your data is being handled. If you are not satisfied with the response you can complain to the Information Commissioners Office. In the instance of a data breach I will inform the Information Commissioner immediately I am aware of it.

I consent to **Frankie Aitchison** using my information as described in this Privacy Policy. I have a right to request that my information be deleted or amended. It may not also be possible to delete all information as there could be a valid reason why it needs to be retained.

**PRINT CLIENT FULL NAME:**

**CLIENT SIGNATURE:**

**DATE:**