

# **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 use an email through 123.reg and Gmail
- I may collect a copy of photo id to confirm your identification and hold this with your other data
- I collect details of session content which is referred to as Clinical Notes
- When you visit my website, it collects cookies. This is a [wix.com](https://www.wix.com) website and they have their own privacy policies you can look at
- If you contact me through an external website for example Counselling Directory and Psychologies Today. I receive the information you have sent. Please look at their own privacy policies to be informed of what they do with your data

## **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 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 and supervision group 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 your 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)

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- When referring GP or agency require reports. This is reviewed & countersigned by you.
- By agreeing to work via Zoom you will need be aware of their own privacy agreements. I would advise reading through their privacy statements to know how they will deal with your data
- In the event of my death or sudden illness that means I am unable to contact you, I have appointed a Therapeutic Executor who will take care of contacting you on my behalf. They are a qualified counsellor/therapist and adhere to the same ethical framework and confidentiality that I adhere to. They will only access your contact details in an emergency, and discuss with you appropriate onward arrangements

### **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:**