**Privacy Statement and data protection**:

 For the purposes of the General Data Protection Regulations 2018 I, Nicola Johnston, am the data controller registered with the ICO (information Commissioners Office). This means that I need to tell 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?**

I will use personal information to provide safe and ethical counselling and for the running of my business. This includes, but is not limited to, contacting you about appointments and payment queries. GP and date of birth details are collected so that if I was concerned that you were at risk then I would be able to contact your doctor. Wherever possible I would discuss this with you first. Emergency contact details are collected in case you become ill in our sessions and require transport or assistance to get home. In addition to the data collected I will keep brief notes about each session that we have (clinical notes).

**How long will I keep your data for?**

All of this information will be kept for up to 5 years from therapy ending or after you turn 18 or from when you are last in contact (whichever is later). After this time personal data will be deleted from electronic storage and paper records shall be shredded and disposed of confidentially. Emails will be deleted when they are no longer needed or within one month of us finishing working together.

**Will I share your data?**

It is very unlikely that I will share your data. I will not sell it on or use it for unethical reasons.

The information about you will not be shared with any other parties without your consent, unless the following circumstances apply:

1. You disclose that you or someone you know is planning an act of terrorism, money laundering or drug trafficking.
2. You share information that leads me to believe that you, or another person is at serious risk of harm.
3. I receive court order ordering the release of confidential information.

In these cases I may pass your information onto the relevant authorities (for example the police, social services, your doctor or the Court).

I have appointed a Clinical Executor. In the unfortunate event that I can no longer work with you, they will have access to your details and will get in touch with you.

**How will I store your data?**

This data will be stored securely in paper format in a filing cabinet. Clinical notes are written under a unique code rather than your name and are stored separately from your identifiable personal data recorded on this form. Your telephone number will be stored on my business mobile telephone which is password protected.

You have the right to ask to see the information I hold about you. If you wish to do so please make the request in writing and they will be sent to you within 7 days of my acknowledgement that I have received your request.

You can ask me to change any information that I hold about you that is incorrect.

If you have any concerns about how your data is handled, please talk to me in the first instance. My telephone number is 07522 853773 and my email address is nicola.counselling@outlook.com.

If your concerns are not satisfied you can contact the Information Commissioners Office. [https://ico.org.uk/concerns/handling or 0303 123 1113](https://ico.org.uk/concerns/handling%20or%200303%20123%201113)