

# COUNSELLING WITH SIOBHAN TONER

## PRIVACY STATEMENT

I am registered with the ICO (Information Commissioners Office) and adhere to the General Data Protection Regulation (GDPR) which means I need to tell you what data I am collecting from you and what I intend to do with it.

### COLLECTION AND USAGE OF YOUR PERSONAL DATA

- I collect personal and sensitive information about you (including name, address, email address, telephone numbers, GP/next of kin emergency details).
- I use the information to provide an effective counselling services, to contact you regarding sessions and to send you receipts and/or invoices.
- I keep short factual notes of our sessions and a record of attendance.

### SHARING OF YOUR DATA

- I might share data if required by law, or if ordered to by a court or if you tell me about risk of serious harm to yourself or someone else.
- I have clinical supervision where I talk about my work, but I only use your first name.
- All payments are recorded in my accounts using your name and might be shared with HMRC if I am audited.
- If an Employee Assistance Programme (EAP) has referred you, factual notes and attendance details will be provided to the EAP.

### STORAGE AND DISPOSAL OF DATA

- Most of my records are stored on paper in a locked cabinet. My financial accounts, email, mobile phone and diary system are all electronic and password protected.
- My insurer requires me to keep counselling session notes and your personal information for a period of seven years. After this time data will be destroyed.
- I will delete any data related to you from my mobile phone and email no later than one month after ending our counselling.

### ACCESS TO OR CHANGE OF YOUR DATA

- You can make a subject access request in respect of your personal information held by me by making a request in writing. Once I receive the written request, I will respond within 14 days. If you were referred by an EAP, you should address the request directly to them.
- You may also request that inaccurate personal data is amended.

### CONCERNS

If you have any concerns about how I have handled your data, you can complain to the Information Commissioner's Office (ICO): [ico.org.uk/concerns](https://ico.org.uk/concerns)

**Do you consent to use of personal and sensitive personal data for the stated purposes?**

Please write yes or no: \_\_\_\_\_

**Do you acknowledge that you fully understand and accept the subject access policy?**

Please write yes or no: \_\_\_\_\_

Client Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_, Date: \_\_\_\_\_