**Privacy Policy**

In accordance with the Data Protection Act of 2018, as a client or potential client, I need to let you know what personal details I collect from you, and how I store, hold, process and destroy them.

I will collect the following personal details from you:

* Name (if you are under 18, I will also take a parent/guardian’s name)
* Date of birth
* Address
* Contact number (if you are under 18, I will also take a parent/guardian’s number)
* Email address
* Details of an emergency contact
* Contact details for your GP, for use with your permission
* Details of any medication or relevant health issues

**Storage of personal details**

Personal details are kept in a locked cabinet to which only I have the key and are kept separately from any case notes from our counselling sessions.

Appointments are entered in a paper diary, and you will be referred to by your initials.

I have a separate email address for clients and access these on a password protected laptop. I use a password protected phone for client call and text messages and I do not use your name to store your number.

My website does not hold any of your personal information.

**Deletion of personal details**

Personal details will be shredded six weeks after our last session and any text messages or emails will be deleted.

Case notes will be kept for 7 years after counselling has ended.

**Your rights**

In accordance with GDPR, you have the following rights:

* To be informed of the information I store about you
* To ask to see the information I hold about you (please give one month’s notice)
* To ask that I rectify any information that you deem inaccurate, unnecessary or incomplete. I may decline this request if I need to keep a record to comply with legal requirements.

**Please read carefully and if you are in agreement sign below:**

Client’s signature …………………………………………………………… Date ………………………………

Counsellor’s signature …………………………………………………… Date ……………………………….