

General Data Protection Regulation (GDPR) Statement

Privacy Statement about personal information kept, collected, stored, and processed.

By Jacky Smith

ICO (Information Commissioner's Office) Registration Reference Number: Z3077619

The General Data Protection Regulation (GDPR) is concerned with the personal information about you that I collect, store, and share. This statement details my GDPR policy.

Personal information I collect

I collect the following information in order to help me provide psychological therapy to you, receive clinical supervision and consultation, and to maintain my accounts for billing and invoicing.

Personal details: name, gender, date of birth, relationships; parents, siblings, children, occupation, address, telephone numbers, email address, counselling /therapy history, medical conditions, prescribed medication, emotional & psychological issues, employment, education, and social life details.

Sensitive information: physical and mental health details, sexual life, racial or ethnic origin, religious or other beliefs, offences and alleged offences.

How I may Process/Share your personal information

I have regular supervision/consultation with other therapists, (psychologists, psychotherapists, counsellors, psychiatrists) for my own professional development and the wellbeing of clients. I will discuss personal details in these consultations. They are also bound by the same rules of confidentiality, code of ethics, and rules of GDPR.

Therapeutic Will: In the case of my death, your name and contact details will be shared with my Therapeutic Executor. This is so you can be contacted if you are still in therapy with me.

Emergencies

If I have reason to believe that you intend to harm another person/organisation (e.g. terrorism), or yourself, the law may require that I inform an authority without seeking your permission. In such a situation, the law may require that I share your personal information without your knowledge. I would always endeavour to discuss this with you in advance if possible or appropriate. It is also the law that a judge can require the release of clinical notes without your permission, and I would be bound by law to release them. Again I would discuss this with you beforehand should this occur.

Storage of Information

Contact details, personal information, psychometric tests when completed, assessment/history taking notes, will be stored on a secure patient data management secure system.

Smartphone: I do not keep any notes or personal details in my phone. I access my email account through my computer, smart phone or iPad and all these devices are password protected.

Website: None of your personal information is stored on my website.

Erasing your Information

I keep electronic emails for up to a year, after which time I erase/delete them from my email account. I delete/erase all SMS/text messages each week. I am required to keep your written notes for 7 years after we have completed our work together. After this time has passed I will delete your information.

Your Have the Following Rights:

- To be informed of what information I hold (this document).
- To see the information that I hold about you (free of charge for the initial request).
- To rectify/correct any inaccurate or incomplete personal information.
- To withdraw consent to me using your personal information.
- To request your personal information be erased/deleted. I can decline if the information is needed for me to practice lawfully & competently, or if there is an adverse reason (such as a complaint or legal reason).

A printed copy of this statement will be given to you. We will both sign the printed copy of this statement to indicate our agreement. Or you can down load this copy and electronically sign it and email it so that I can sign it and then you will be sent a copy.

NAME Date

SIGNATURE- CLIENT

NAME Date

SIGNATURE- THERAPIST