

Privacy Statement - Springhead Counselling

<https://www.springheadcounselling.co.uk/>

This explains to 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?

A) Your Personal Information:

Name and date of birth – this is basic information and helps me get to know you.

Address, email address, phone number – used to contact you regarding your sessions.

Skype ID – only if we agree to some Skype sessions.

Next of kin / Doctor's details – If I was worried that you were at risk then I may need to contact your next of kin or doctor. If I can, I will tell you I am going to do this.

Medications taken – to help me assess your suitability for counselling

B) Session Notes

These are brief anonymous notes I make of our sessions. Only your client code will be used.

Will I share your data, and if I do, who will I share it with and for what purpose?

I will not sell your data or use it for unethical purposes.

I may have to share it if my notes are subpoenaed by court. If you, or anyone you tell me about, is (at serious risk of) being harmed, I may have to pass this information on. As far as possible, I will let you know in advance if I need to share your data.

All counsellors are required to have regular supervision, but should I discuss my work with you, I will not only use your first name. My Supervisor is also bound by client confidentiality.

How will I store your data?

All data is stored securely in password protected files, on my personal computer (used only by myself) which also needs a password for logging in. Your phone number will be stored in my personal mobile phone, with only your first name and a code.

How long will I store your data and how will I dispose of it?

Your personal information file will be shredded 1 month after the end of counselling with me.

Your phone number will be deleted from my mobile phone 1 month after the end of counselling.

I will keep your session notes for 5 years, for the purpose of my professional indemnity insurance.

Consent

Do you consent to me using your data in this way? Please write yes or no

Name of Client

Signature

Date