

Ali Hender Counselling

BACP Registered Counsellor

Privacy Notice – Protection of your personal information and data

In accordance with new Government guidelines on data usage and storage, (General Data Protection Regulation -GDPR), I require your consent to hold and process any personal information I have about you.

Personal data, as I understand it, is information relating to a person who can be directly or indirectly identified by use of that data. As a sole trader, to be in keeping with the regulation, I must ask you, as my counselling client, for consent to hold and process certain information about you, including your name, date of birth, contact details (such as home address, email address and telephone numbers), personal information including domestic arrangements, health and medical issues, to enable me to run my counselling practice and to provide you with a safe and ethical professional service. This is done upon the lawful basis of “Legitimate Interests” for the purposes of healthcare, as per GDPR guidelines.

I ask that you give your consent to me to hold the following personal data on you in the following ways:

- 1. Holding a hard copy and digital copy of your name, home address, email address(es) and telephone numbers on file.**
- 2. Holding a digital and/or hard copy of this GDPR Privacy Notice and our Working Agreement on file.**
- 3. A written copy of your GP’s (or other healthcare practitioner’s) name, telephone number and address on file, solely for the purpose of contacting them with your knowledge should you fall ill or appear to be unwell whilst working with me, or if I have real concern for your personal safety or the safety of another.**
- 4. Brief written notes of our work together in a locked filing cabinet.**
- 5. Any emails between us, in my email archives.**
- 6. Any received and sent texts and emails between us.**
- 7. Accounts information on your payments to me for my services.**

All written and online information that I collect and store about you, I will keep for up to 7 years following the date of our last session. As per the requirements of professional insurance held by me, at which point it will be securely destroyed and deleted.

I may use this information to track the progress of our work together or as the basis for discussion in professional and peer supervision. This will be for the purpose of reflection and guidance, and will be in confidence and in a way that respects and protects your anonymity. I will not, however, share copies of my notes or your full name or other identifiable material with any of my supervisors. Please ask, if at any time, you wish to see your records or session notes. I will arrange for you to have access.

Your contact details will also be available to my appointed Therapeutic Executor in the event that anything should happen to me that prevents me from attending a session and from communicating with you directly – such as illness or death.

I will not share your emails and texts sent between us with any other person. However, I must remind you that emails and texts are not guaranteed secure data and therefore I will avoid/keep to a minimum any discussion of our work in emails or texts. With this in mind I will not save these to another media, unless you specifically request me to do so. My IT systems are supported, when necessary, by a third party. Please let me know if you require any further information regarding this support.

Please note that I cannot guarantee your confidentiality whilst there is technology (ie Smart phones; Smart watches) in the therapy room. I would advise that you do not bring technology into the therapy room.

In very exceptional circumstances where there are legal considerations, for example, when a client is the object of abuse by another, that I may be asked to provide information to a court of law.