

Privacy Policy

As a BACP registered Counsellor, I am also registered with the Information Commissioners Office (ICO) as follows:

Miss Anna Dance Registration Number **ZA463680** Date Registered **03/12/2018**

There is a lawful obligation for me to hold and process your personal details, as this is legitimate for my work, though it is necessary I tell you:

- the data I am collecting from you
- How will use that data
- Storage of the data
- how you can access your data
- disposal of your data

What data I keep and what I use it for?

I will collect information in different ways with regarding my clients. I will ask for contact details or referral information on our first contact. I will then use this information appropriately to help me provide a service and make contact with yourself, as this is also a record of our communication. With regards to regular payments I will need the following information. Name, address, telephone number and email.

I will also ask clients for additional information. Next of kin or another contact, name and contact number. GP and their contact details. I will only use this information when completely necessary and will discuss this with you.

I take notes of our work together and at times during my supervision. All throughout you will not be identified. All my notes are hand written and brief, you will not be identified in any way by them. My notes include what you want from therapy and the work we have done together so I can continue to practice in a safe and ethical way.

Are there any circumstances where my data might be shared?

It is very unlikely that I will share your information with others, I will absolutely not sell it or use it for unethical purposes. The only allowances to sharing data are:

- if I am obliged to share information by a court of law, or to represent myself

- when I am expected, by law/my professional association, to break confidentiality where there is a risk of serious harm to you as a client or supervisee, or to the safety of others
- if children or vulnerable adults are involved and at risk. In such a situation I would contact your GP, the emergency or social services as necessary
- where I am required to comply with Safeguarding legislation, Child and Vulnerable Adult Protection, Traffic, Money Laundering, and Terrorism legislation

In all these situations I would discuss this with you beforehand if at all possible.

How will I store your data?

Records that I keep on my mobile phone or computer are password protected and you will not be identified from this. Paper records are coded then filed away in a locked filing cabinet in my office.

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

I will hold the therapy notes and your name for 7 years, at the end of your therapy this will be destroyed, this is within guidelines of my insurance company. After 6 months from our final session all your personal information will be shredded this will include, name, telephone number and email.

What if you have been referred via another organisation?

If this organisation have policies which differ from mine I will comply with their policies as well as my own. It is possible that they may have given me more information than I would normally collect, for example your place of work and a reference number. I need this information when I am sending my invoice to the organisation so they can recognise your case. This information is usually contained in an email and I will delete this extra data once the organisation has reimbursed me for our work together.

Do I have a right to see the information that you hold?

Yes you do. If you ask me for the information that I hold about you I am legally bound to give you a copy free of charge within one month of your request. I will make sure you are in control of your information and you can ask me to stop using it whenever you wish.

Our Contract/Agreement and Consent

When we contract to work together and draw up our agreement for this, you consent to me using your data in this way when we both sign the contract. The contract explains that I will always treat your personal details with care and respect but if you do not wish me to use your data in the ways I have described here, it is unlikely that I will be able to work with you.

Sending you information

I will ensure that if you request printed or verbal information from me, I will only send or give that which is relevant to our work together and the services I provide. I will supply this information by post, email or telephone, depending on your expressed preferences.