

# Counselling Privacy Notice

I am committed to complying with the terms of the General Data Protection Regulation and to the responsible and secure use of your personal data. I have a legitimate interest in processing personal data in order to provide counselling services. The purpose of this statement is to let you know what personal information I collect and hold; why I collect this data, how long it is kept and your rights over your personal data.

## 1. Information about you

I collect personal information from you when we go through the contract for counselling services. This information includes contact details and other relevant personal information. Once a client finishes counselling, all data regarding their counselling is stored securely for 7 years and then destroyed.

## 2. Our use of this information

Your personal information will be used only to provide you with our services and to give you information relating to our services. I will not share your personal details with any other person or organisation without your knowledge and permission, unless there is a legal requirement, if there is a child or adult safeguarding issue, or a perceived risk of harm. A breach of confidentiality is when a person shares information with another in circumstances where it is reasonable to expect that the information will be kept confidential.

## 3. Security

We will take all reasonable precautions to prevent the loss, misuse or alteration of information you give us.

## 4. Your rights over your personal data

If you would like to see the information I hold about you, or would like to correct, update or delete any records, please email me at [Nicola@nicolasheehantherapy.co.uk](mailto:Nicola@nicolasheehantherapy.co.uk) If you have any concerns about our use of your data, please let me know as soon as possible.

I will do our utmost to resolve any concerns you have, but if these are not resolved to your satisfaction, you may choose to contact the ICO.