On 25th May 2018 new EU law came in called the General Data Protection Regulation (GDPR) which means that you need to know more about how I will process the information I gather about you at the beginning of therapy. This form will tell you how I do that so please read it before you sign it because it involves your personal data.

What kind of information do you need from me and why?

I ask you for information such as your name and address, family and contact details and a bit about your employment, education and social circumstances to provide therapy services for my clients and to maintain my records and accounts. If needed I may also process sensitive information about ethnicity, physical or mental health difficulties, religious or other beliefs.

What counts as information

This includes your client details form, electronic notes and schedules of appointments and any texts, emails or letters we might have sent. It includes communications between us, and between myself and any other professionals involved in your care.

How I store information

Your information is stored on my cloud-based software *Writeupp* with access via a private log-in. I do not keep any paper notes about my sessions.

How I share information

I take your privacy seriously and will always use private & confidential, password-protected or encrypted methods of communication. In the unlikely event of this is not being possible, I will not use your full name to identify you.

I may share information about you:

* by post
* by secure email (using either encryption software or a password-protected document),
* over the phone, in which case I will always be somewhere private
* via Healthcode, a secure database, in order to process your bill
* using your insurance company’s secure online facility to process your bill, send reports, or communicate about anything pertaining to your treatment or payments.

Depending on your preferences we may communicate over email and/ or text, although this should be kept to basic communications such as setting up or changing appointment times.   
  
Who the information may be shared with

Your information will only ever be shared with appropriate parties on a need to know basis. Where this is necessary I am required to comply with all aspects of the GDPR. Where necessary or required, and with your consent, I may share information with:

* other healthcare professionals
* social or welfare organisations
* your family, friends or other representatives
* insurance companies

The right to be forgotten

Under the GDPR, you have the right to be forgotten, which means that if you ask me to delete any information held about you, I am required to consider your request. However, this must be balanced against the requirements of the British Psychological Society and the Department of Health’s legal and statutory requirement that I keep your information for eight years. After that time your information will automatically be deleted.

The right to access your information

You have the right to request access to any information I hold about you by asking me or by contacting the Information Commissioner’s Office.

Your consent

By ticking the relevant boxes and signing below, you indicate that you have understood and are consenting to this policy.

I consent to information shared ***with me*** me via:

Email  
 Post  
 Text  
 Telephone  
  
I consent to information shared ***about me*** via:

Email  
 Post  
 Text  
 Telephone

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PRINT NAME SIGNATURE DATE

IF SIGNING ON BEHALF OF A CHILD UNDER 13 PLEASE SIGN BELOW:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME SIGNATURE DATE

Please do contact me on [counsellingpsychology@hotmail.com](mailto:counsellingpsychology@hotmail.com) or 07799052241 if you have any questions or concerns about this form.