

Lynn McNamara MNCS (acc)
Integrative Counsellor and Psychotherapist
Mob: 07515940128
Email: orchidcounselling@hotmail.co.uk
Web: www.orchidcounselling.com

PRIVACY NOTICE AND DIGITAL POLICY

The General Data Protection Regulation (GDPR) is concerned with personal information that I collect and store. Please read this document and sign to indicate that you agree with my procedures.

Personal information I collect:

Name, gender (or preferred identity), age, DOB, relationships and dependants, occupation, address, telephone, email, GP, medication, medical conditions relevant to counselling, Counselling history, difficulties and session summary.

How I store your personal information.

Paper - Contact sheet, Contact/agreement, brief session notes, GDPR agreement.

Smartphone - I will store your contact information in my mobile, with only using your first name. This allows me to contact you in case of emergencies, or session changes. My mobile is locked by passcode entry.

Email - your email address and correspondence will be stored in my email account (currently Outlook) by nature of you contacting me.

How I may process/share your personal information.

Consultation/Supervision - I seek a monthly supervision with another therapist qualified in this process. The supervision process is for my practice (rather than seeking instruction on working with you). In order to protect your privacy, my supervisor will not know you personally or professionally. I will refer to you by your first name, and I may refer to your information verbally when it's helpful to my professional process.

Therapeutic Will - Your name and contact details will be shared with my supervisor in the event of my death, this is so you can be contacted should you still be in therapy with me. Your records will then be shredded.

Emergencies - If your health is in jeopardy (provided I have your consent) I may share your contact information with an emergency healthcare service (e.g. Mental Health Crisis Team). If I have become aware of your intent to cause harm to another person/organisation (e.g. Terrorism), the law may require that I share your personal information without your knowledge.

Erasing your information - When we have finished working together, I will erase electronic copies of your information and correspondence within one month. I will hold onto your written information for up to seven years past the end of our working together. This is so that I have a reference of our work in situations such as you returning to counselling in the future. After this time has passed, I will shred the written information.

Your rights

You have the following rights.....

- To be informed what information I hold (i.e. this document).
- To see the information I hold about you (free of charge for the initial request).
- To rectify any inaccurate or incomplete information.
- To withdraw consent to me using your personal information.
- To request your personal information be erased (though I could decline whilst the information is needed for my competent practice).

This document is signed and dated by both client and counsellor to confirm our agreement.

Client: (print name) _____

Signed: _____

Date: _____

Counsellor: (print name) _____

Signed: _____

Date: _____