

GDPR – PRIVACY STATEMENT

In respect of the new General Data Protection Regulations, this form sets out the information I require from you, the reasons why – and what happens to it.

1) INFORMATION FOR DOWNTON COUNSELLING

I require your *Name, contact telephone number/email address*. - for communication regarding appointments. Emails for Downton Counselling are Password Protected. During counselling your telephone number is stored in a phone specific to Downton Counselling. (Password Protected). You are identified by a code know only to me. Once counselling is ended – your number is deleted from the phone – unless you wish me to keep it for future appointments.

All emails are deleted once read.

2) INFORMATION FOR INSURANCE PURPOSES

All Registered Counsellors and Psychotherapists are legally bound to have insurance in place. I therefore need certain information to comply with my insurers requirements. These are:

Client Name, Dates of Counselling, Issues for Counselling. e.g. Stress, Anxiety, etc.

All information is stored in compliance with the new GDPR. These have to be kept for 5 years from date of commencement of counselling and will only be disclosed in the event of a claim by you or in respect of a criminal offence..

3) INFORMATION FOR BACP (BRITISH ASSOCIATION FOR COUNSELLING AND PSYCHOTHERAPY)

As a Registered Member of the BACP I have to abide by their Ethical Framework and Code of Conduct. These require me to keep the following information.

Client Name, Date for Counselling, Brief client notes.

All information is stored in a locked cabinet (key only known to me). You cannot be identified. All information is identified by a code – only known to me and will not be disclosed unless required by BACP in respect of a complaint by yourselves. In the event of a break in or security breach – no one can be identified as all notes are brief – contain no names and the code is only known to me. In the event of my death, a nominated person (Accredited, Registered Counsellor) will shred all notes and information.

You may see any information I hold for you at any time.

If you have any queries with regard to any of the above please do not hesitate to contact me.

Eleanor Downton – Downton Counselling