

DUNCANSLATERCOUNCILING

PRIVACY NOTICE

Introduction

Your privacy is very important to me and you can be confident that your personal information will be kept safe and secure and will only be used for the purpose it was given to me. I adhere to current data protection legislation, including the General Data Protection Regulation (EU/2016/679) (the GDPR), the Data Protection Act 2018 and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

This privacy notice tells you what I will do with your personal information from initial point of contact through to after your therapy has ended, including:

‘Data controller’ is the term used to describe the person/organisation that collects and stores and has responsibility for people’s personal data. In this instance, the data controller is I. I am registered with the Information Commissioner’s Office.

Registration number ZB394314.

My postal address is: 34 Ash Grove, Ilkley, West Yorks, LS29 8EP

My phone number is: 07816545147

My email address is: dunc.slater@gmail.com

My lawful basis for holding and using your personal information.

The GDPR states that I must have a lawful basis for processing your personal data. There are different lawful bases depending on the stage at which I am processing your data. I have explained these below: If you have had therapy with me and it has now ended, I will use legitimate interest as my lawful basis for holding and using your personal information.

If you are currently having therapy or if you are in contact with me to consider therapy, I will process your personal data where it is necessary for the duration of our contract.

The GDPR also makes sure that I look after any sensitive personal information that you may disclose to me appropriately.

This type of information is called ‘special category personal information’. The lawful basis for me processing any special categories of personal information is that it is for provision of health treatment (in this case counselling) and is necessary for a contract with a health professional (in this case, a contract between you and me).

How I use your information

Initial contact. When you contact me with an enquiry about my counselling services, I may collect information to help me satisfy your enquiry.

Alternatively, your GP or other health professional may send me your details when making a referral or a parent or trusted individual may give me your details when making an enquiry on your behalf. If you decide not to proceed, I will ensure all your personal details are deleted. If you would like me to delete this information sooner, just let me know

While you are accessing counselling.

Rest assured that everything you discuss with me is confidential. That confidentiality will only be broken if there is a risk of harm to yourself or another party. I will always try to speak to you about this first, unless there are safeguarding issues that prevent this.

I will keep a record of your personal details to help the counselling services run smoothly. These details are kept securely and are not shared with any third party. I will keep written notes of each session, which will also be kept securely. Emails and text messages will be deleted after counselling sessions have come to an end. Once counselling has ended, your records will be kept for 5 years and after this time will be securely destroyed. If you want me to delete your information sooner than this, please let me know.

Your rights

I try to be as open as I can be in terms of giving people access to their personal information. You have a right to ask me to delete your personal information, to limit how I use your personal information, or to stop processing your personal information. You also have a right to ask for a copy of any information that I hold about you and to object to the use of your personal data in some circumstances. You can read more about your rights at ico.org.uk/your-data-matters.

If I do hold information about you I will:

- give you a description of it and where it came from;
- tell you why I am holding it, tell you how long I will store your data and how I made this decision;
- tell you who it could be disclosed to;
- let you have a copy of the information in an intelligible form.

You can also ask me at any time to correct any mistakes there may be in the personal information I hold about you. To make a request for any personal information I may hold about you, please put the request in writing addressing it to dunc.slater@gmail.com. If you have any complaint about how I handle your personal data please do not hesitate to get in touch with me by writing or emailing to the contact details given above.

I would welcome any suggestions for improving my data protection procedures. If you want to make a formal complaint about the way I have processed your personal information you can contact the ICO which is the statutory body that oversees data protection law in the UK. For more information go to ico.org.uk/make-a-complaint.

Data security

I take the security of the data I hold about you very seriously and as such, I take every effort to make sure it is kept secure. I use encrypted devices and a keep written notes locked away.

Visitors to my website

I use legitimate interests as my lawful basis for holding and using your personal information in this way when you visit my website I use Wordpress as the content management system for our website. The website does not use cookies. It also uses local data storage The data is stored only on the visitors local browser, not by me or my server. No user-specific data is collected by any third party.