

Data Privacy Notice

My Counselling Service is at all times concerned about keeping your data held in a confidential and secure manner. Notes are locked away and information is not shared with a third party (Only alteration to this would be as described in the Counselling contract , legal conditions listed). I adhere to the NCPS ethical framework and work to their professional standards.

The following information may be held: your name, date of birth, address, GP details, contact numbers and next of kin. This personal information will be held online and in hard copy by myself as the Counsellor in Oubaitori Counselling as in line with the ICO (ico.org.uk) and in accordance with my insurance company's required period of time.

All Information encrypted and password protected. You have the right to have any inaccuracies in the data corrected. No identifiable data will be disclosed outside the Counselling service unless required by a court of law.

You have the right to request copies of your personal data in line with the ICO guidelines. You have the right to complain to the ICO if you think there is a problem in how your data is handled. You have the right to access your personal details, client notes and any material pertaining to your personal sessions.

Requests should be made to Sue Potten DipProf Psych .

I have read and understood and agreed to the Client Privacy Notice and my data as being used as outlined above

Signature:.....

Name:.....

Date:.....