Under the General Data Protection Regulation (GDPR) I am required to inform you about how I collect and protect your personal data. I am also required to gain your explicit consent to collecting and storing that data. Please read and sign to indicate your consent. You may print a paper copy, or copy and paste digitally.

You have the right to withdraw your consent at any time. However, there may be certain situations that require certain information to be retained. You have the right to know what personal data I hold, why I hold it, and for how long I hold it. You also have the right to view it, and to ask for changes to be made. If I discover there has been a data breach of your personal data, I will undertake to tell you as soon as possible.

If you agree to give your consent for me to hold and process your data as stated, please sign, date and return to me by hand, by post, or email at [xxxxx@mail.com]. If returned electronically, I will print off and store a paper copy and delete the electronic version.

What personal data do I collect and store?

I keep certain data so that I can work safely and professionally with you, in line with the guidelines of the [UKCP/BACP/NCS etc.].

The personal data I collect and store may include:

1. Your name, address, phone number and email address
2. An emergency contact’s name and phone number
3. Your GP name and contact details
4. Relevant medical information
5. Session notes
6. Payment information
7. My emails to you, and yours to me
8. Invoices

1. Your name, address, phone number and email address

How I keep this data

I keep your name and address in paper form in a locked filing cabinet. These are kept separate from your session notes.

My clinical supervisor has your first name and phone number, kept in a locked filing cabinet. I give them this data in case anything happens to me and they can contact you to let you know and potentially to help you find alternative therapeutic support.

I keep your phone number in my mobile phone without using your full name. My phone is locked with a passcode when I am not using it. Your email address is held in my email account, which is only accessible with my password.

Why I keep this data

This is required by my professional liability insurer and by my regulatory body. I keep contact details so I can contact you in case of needing to re-arrange a session, in an emergency, and to send you invoices.

How long I keep this data

My professional liability insurer advises that I keep basic contact information for seven years after we have finished working together. After that time, it will be destroyed. My clinical supervisor will destroy the data they hold when you and I finish our work.

Who sees the data

Only me. My clinical supervisor will see your first name but not your surname or address.

2. Emergency contact’s name and phone number

How I keep this data

I keep this data in paper form in a locked filing cabinet along with your name and contact details.

Why I keep this data

It is unlikely that I would ever use this information, but I hold it in case I become concerned for your welfare and I cannot get hold of you. You and I may agree together on some other reason that I might contact this person, based on your best welfare.

How long I keep this data

When we finish working together, I will delete this data, unless you and I decide to make other arrangements.

Who sees the data

Only me.

3. Your GP name and contact details

How I keep this data

I keep this data in paper form in a locked filing cabinet along with your name and contact details.

Why I keep this data

You and I may agree together on some reason that I might contact your GP, based on your best welfare. In the vast majority of situations, this will be after I have requested in advance your written permission to contact your GP.

How long I keep this data

When we finish working together, I will delete this data.

Who sees the data

Only me.

4. Relevant medical information

How I keep this data

I keep this data in paper form in a locked filing cabinet along with your name and contact details.

Why I keep this data

It may be relevant for me to collect and store certain medical information when:

(a) Your mental health history, diagnoses etc. may inform our therapy sessions

(b) There is any risk that health conditions such as seizures may impact a session and I need to be aware of how best to keep you safe

(c) Your medications may affect our work

(d) You have any allergies that I should be aware of in order to keep you safe.

How long I keep this data

When we finish working together, I will delete this data.

Who sees the data

Only me.

5. Session notes

Notes may include dates and times of attendance, and brief notes on important factual themes from the session. I do not keep detailed session notes.

How I keep this data

Any notes in paper form in a locked filing cabinet. Your name or other identifying details are not kept with your session notes; only a code is used.

Why I keep this data

Brief notes may remind me of important points I want to be sure to remember to discuss in our next session, and/or in supervision.

How long I keep this data

After the work has been discussed in supervision, I will destroy any notes that I do not consider necessary to keep for longer. At the very latest, I will destroy all notes when we finish work together.

Who sees the data

Only me.

6. Payment information

How I keep this data

Payments you make to my account will appear in my online bank account.

Why I keep this data

I am required by law to retain certain financial information, primarily for tax purposes.

How long I keep this data

Seven years from the payment, as advised by HMRC.

Who sees the data

Banking transactions may be viewed by employees of the bank, my accountant, and tax officers (HMRC). When payment is made, your account name or reference (or the name of the person who is paying) may show up on my online or paper bank statements.

7. Your texts

How I keep this data

If you would like to communicate via text, for example regarding rescheduling appointments, please be aware that normal texts to not offer end-to-end encryption. Any texts you send to me will be deleted once I have read the messages.

Why I keep this data

I won’t retain text messages once I have read them.

How long I keep this data

I won’t retain text messages once I have read them.

Who sees the data

Only myself.

8. Invoices

How I keep this data

I create invoices on my password-protected work laptop using Word. Invoices are sent via email.

Why I keep this data

To manage my financial records.

How long I keep this data

I keep the invoice for a short time whilst I monitor payments (usually two months).

Who sees the data

Only me.

Please sign and date below if you consent to the above. A digital signature (or simply your printed name) is acceptable.

☐ I agree to XXXX Therapy holding, controlling, processing and storing my data as stated.

Signature:

Date:

Name:

Address:

Phone number:

Email:

Emergency contact details:

GP details: