

# PRIVACY POLICY

## **Secure Storage**

I make every effort to keep all information confidential. Your personal information is stored securely and confidentially. Information held will be name, email address, phone number, DR name and address. This information is recorded to ensure that we are able to keep in contact and for your security. I will keep your personal information on record until we have finished our work.

In addition to your personal data I record clinical notes in accordance to my professional professions guidance, your personal identity is not revealed within these and they are held for a period of up to 7 years.

## ***Sharing information***

Unless agreed between us I will not share your personal data to any third party.

## ***Legal exceptions***

The information disclosed during the course of counselling is confidential. However there are legal exceptions. For example, if you reveal a threat of harm, or there is a threat of harm to self or to others, or if a court order is received and a legal obligation arises.

## **Right to Access**

You have the right to ask for a copy of your personal information, free of charge, in an electronic or paper format. You also have the right to ask me to amend or change any incorrect information about you.

## **Right to be Forgotten**

You have the right to ask me to erase any information that I hold about you. This includes your personal information that is no longer relevant to original purposes, or if you wish to withdraw consent. In all cases and when considering such requests, these rights are obligatory unless it's information that I have a legal obligation to retain.

## **Data Portability**

As the client, you have the right to receive your personal information which you previously provided, and also have the right to transfer that information to another party. For the purposes of the General Data Protection Regulations (GDPR) 2018, the data "controller" is Stephen Rose

*This Privacy Policy lets you know how your personal information is being collected, stored, and shared and this is line with EU General Data Protection Regulations.*