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Privacy Policy

The Data Protection Act 2018 defines how this Privacy Policy is written and implemented. Other necessary considerations are made to overriding legal obligations, insurance stipulations, BACP's Ethical Framework, client safety, and the safety of others.

- You have the right to see the data I keep about you. Should you wish to see that data you can make a 'Subject Access Request' to me by email, and I will respond via email; when making this request please consider the security of email and your data.
- The data I keep is specific to the therapy you receive. It will include your main details - name, address, email, assessment questionnaire answers, very brief session notes, and any additional therapy work such as artwork, poems etc... No details are not kept in hard copy. All notes are saved on a Datashur password protected encrypted memory stick - encryption USB 2.0 IS-FL-DA-256-4.
- Your notes are kept for 7 years in accordance with my insurer's requirements.
- In the event of my being notified of your death your details are destroyed. The General Medical Council for health professionals indicates confidentiality stands after your death.
- In the even of my death all your details are destroyed after you are notified by a trusted nominated therapist. Details are deleted by destroying the memory stick unless you request they be passed on to another therapist.
- Appointments are entered using your first name and chosen main contact details, this allows a nominated third person to contact you quickly and efficiently should I have an accident or emergency. You have the right not to have your contact details noted.
- You have the right not to be contacted. However, if it is necessary to cancel your appointment at short notice, please be aware that you could log on to an appointment to find I'm not there.
- Your data will not be shared with any third party, save meeting legal obligations, or by court order, or by a BACP registered therapist who takes responsibility for contacting you in the event I have an accident or emergency.
- Session notes are often random memory joggers, thoughts, and prompts for ongoing sessions. They are never blow-by-blow accounts of our sessions together.
- Should you wish me to pass on details or write a letter on your behalf for whatever reason, this request must be made in writing and signed by you. The letter should state clearly that you have thought about the implications of passing on such information on your privacy, and that you agree to it.
- Under many circumstances you legally have the right to ask for your details to be deleted. However, as a psychotherapy practice, I am bound to keep your records for 7yrs.
- My online-therapy guide is explicit in detailing that no online work is guaranteed 100% confidential, even using an encrypted platform, firewalls etc... Your privacy should always be considered before proceeding with this medium of therapy

.../2 - Conditions Under Which the Protection of Personal Data is Exempt

Conditions under which the Protection of Personal Data is Exempt: -

I have a Statutory Duty to provide your details to a third party, such as the police, social services, or the crisis mental health team if you meet the following criteria:

Ongoing Child Abuse - If during a session you reveal that you are sexually abusing a child or know of a risk to a child, it is my legal obligation to report what I know to the police, omitting to do so is a prosecutable offence.

Terrorism – if during a session you reveal that you are a terrorist or know of an act of terrorism, or know of a plan of a terrorist act, it is my legal obligation to report what I know to the police, omitting to do so is a prosecutable offence.

Radicalisation – if during a session you reveal information that leads me to believe you are being groomed by a radicalised group, or know of someone being groomed it is my legal obligation to report what I know to the police, omitting to do so is a prosecutable offence.

Drug Trafficking - If during a session you reveal that you are trafficking in drugs (profiting from the sale of drug, not just taking them) or know of drug trafficking, it is my legal obligation to report what I know to the police, omitting to do so is a prosecutable offence.

Human Trafficking- if during a session you reveal that you are human trafficking or know of human trafficking, it is my legal obligation to report what I know to the police, omitting to do so is a prosecutable offence.

Unreported Injury Due To Car Accident – if during a session you reveal that you have injured someone in a car accident, or know of someone who has done this and not reported it, it is my legal obligation to report what I know to the police, omitting to do so is a prosecutable offence.

Serious Risk to Self or Other's - where you have indicated that you are a serious threat to yourself or to another's safety it is in accordance with the British Association of Counsellors and Psychotherapists Ethical Framework – of which I am a member, to notify outside agents. This is usually your GP/ Crisis Mental Health Team/ in rare urgent circumstances the police. In such instances it is necessary to pass on your name, address, and a brief analysis of the risk.

A risk is judged to be you giving very specific details a plan you have to kill yourself and saying you will implement it, or you talking in an irrational out of character highly charged way about hurting yourself or others. In this instance it is always preferred to talk options through with you, gain disclosure content, and have you involved in taking action.

Court Order – to submit your records, a refusal is for me to be held in contempt of court and open to prosecution, therefore I will comply.