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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, and your chosen contact details in one place.
- Your main details will be assigned a number and in all future record keeping only your number will appear. Main details with the number on are kept separate from your session notes.
- Numbered session notes will include my assessment questionnaire answers, brief session notes, and any additional therapy work such as artwork, poems etc...
- Numbered details are not kept in hard copy but typed directly on to, or scanned on to, a Datashur password protected encrypted memory stick - encryption USB 2.0 IS-FL-DA-256-4.
- Main details and numbered details are kept for 7 years in accordance with my insurer's requirements. They are never kept together.
- 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 event 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.
- 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 (please see notes below) 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 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.

.../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 provided 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 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 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), 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 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 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 necessary to notify outside agents. This is usually you GP/ Crisis Mental Health Team/ in rare 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 before taking action.

Court Order – to refuse a court order is for me to be held in contempt of court and open to prosecution, therefore I will comply.