

## **Data Protection and Privacy Policy**

### **Identifiable Data:**

Your identifiable data captured on any paperwork will be stored in a locked cabinet and destroyed by shredding six months after your counselling has ended. If your preferred method of contact is by phone or text, your number will be stored in my password-protected mobile phone using your first name and the word 'client'. This information will be deleted six months after the conclusion of your counselling.

### **Non-identifiable Data:**

I have regular Clinical Supervision sessions where I discuss my work and review anonymised session notes. These anonymised notes will be stored in a locked filing cabinet for a period of up to 8 years, in compliance with my insurance requirements. After this period, these notes will be shredded.

### **Processing Data:**

Your data will never be actively shared, except where required by law, such as if my notes are requested via a court order. In situations where life or safety is seriously threatened, I may need to contact your GP or pass information on to the relevant authorities. Whenever possible, I will discuss this with you beforehand.