

Caroline Naish Counselling

GDPR Statement as from 25 May 2018

A new General Data Protection Regulation (GDPR) is in force from 25 May 2018. It concerns the personal information about you that I collect and store. The following sets out my GDPR policy.

Personal information collected

- Name and title
- Date of birth
- Phone number, postal and email addresses for contact
- GP's contact details
- Any current prescribed medications
- Session summaries

Personal information storage methods

- Paper: written notes
- Smartphone: I store your phone number, using initials-only identification, on my dedicated mobile phone specifically for client use. This allows me to contact you in case of emergencies.
- Email: your email address and any email correspondence will be stored in my practice email account, currently Zoho.

Documents held

Paper

Contact sheet, contract, brief session notes. All these are held in a secure, locked container that only I have access to.

Electronic

Contact name, phone number and email address, any email correspondence.

How I may process or share your personal information

Supervision

It is an ethical requirement for all counsellors/psychotherapists registered with the UKCP or BACP to have regular supervision of their work. This means I routinely discuss the work I do with you, anonymously, with a more experienced, more senior therapist.

Clinical Will

Your name and contact details only are shared with the Executor of my clinical will. This means that in the event of my death during your time in therapy with me, my Executor will contact you to let you know.

Emergencies

If your health is in danger, if I have your consent, I may share your contact information with your GP or an emergency healthcare service e.g. Mental Health Crisis Team. If I become aware of your intent to cause harm to another person or organisation e.g. via terrorist acts, the law may require that I inform an authority without your permission. In such a situation, I may share your personal information without your knowledge ("whistle-blowing").

Erasing your records

When we have finished working together, I will erase electronic copies of your information and any correspondence within one month. I will retain paper records for up to seven years after the end of our working relationship. After this time I will destroy the remaining written information.

Your rights

You have the right:

- to be informed what information I hold about you, as detailed in this document.
- to see the information I hold about you (free of charge for the initial request).
- to rectify any inaccurate or incomplete personal information.
- to withdraw consent to me using your personal information.
- to request your personal information be erased, although I can decline while the information is needed for me to practise ethically, lawfully, and competently.

I will give you a copy of this statement when we first meet for counselling. If we agree to continue working together, we will both sign two paper copies to indicate our agreement to all in this statement.

Client signature:..... date:.....

Therapist signature..... date:.....

The UKCP and BACP ethical guidelines that I adhere to can be found online:

<https://www.psychotherapy.org.uk/wp-content/uploads/2017/11/UKCP-Ethical-Principles-and-Code-of-Professional-Conduct.pdf>

<https://www.bacp.co.uk/events-and-resources/ethics-and-standards/ethical-framework-for-the-counselling-professions/>