

## 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 anonymised 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.

Bank statements. I will send you a unique personal reference number to keep your monthly transactions confidential.

#### 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 anonymised 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, I will ask you to email me indicating your agreement to all in this statement.

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

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

UKCP code of ethics

BACP [ethical framework](#)