

GDPR Privacy Notice [for Clients]

This notice describes what personal data I collect from you and how I store and process it as part of the counselling services provided by Laura Thomas. In the course of my practice I will collect, process and store personal data as a data controller.

I would like to reassure you that I adhere to all laws and procedures relating to the General Data Protection Regulation (GDPR) (EU) 2016/679, Data Protection Act 2018 or other applicable data privacy legislation and will only use your personal data to provide you with the specific service or services you explicitly agree to. I am registered with the Information Commissioner's Office (ICO) registration reference **ZA581674**.

A. YOUR RIGHTS

- (a) the right to access: You may request a copy of your clinical file for free at any time by emailing me. Your records are identifiable, retrievable and intelligible as per GDPR requirements. I will comply within 30 days.
- (b) the right to rectification: You may update any of the information I hold for you at any time. I will amend them immediately.
- (c) the right to erasure: You may request that I erase your data. I will comply within 30 days unless I cannot for legal reasons.
- (d) the right to restrict processing: You may request that I restrict how I process your data. I will comply within 30 days unless I cannot for legal reasons.
- (e) the right to object to processing: You may object to us processing your data. I will comply within 30 days unless I cannot for legal reasons.
- (f) the right to data portability: Your data is retrievable and may be able to be moved if necessary.
- (g) the right to complain to a supervisory authority: If you believe I have contravened the GDPR, you may contact the ICO.
- (h) the right to withdraw consent: You may withdraw your consent for me to hold your information. I will comply immediately unless I cannot for legal reasons.
- (i) the right to request information about the existence of automated decision-making, including profiling.
- (j) the right to be notified if your personal data is rectified or erased, or processing is restricted, in accordance with the above.

B. DATA COLLECTION, PROCESSING & LEGAL BASIS

Below I have set out the categories of personal data and sensitive personal data (such as your genetic data or ethnic origin) I collect and how I process the data:

- (a) I will hold your contact information such as name, email address, telephone number, home address as well as your emergency contact's details ("Contact Information") which I will use to provide our services and communicate either with you or your emergency contact in a secure manner;
- (b) as a patient, I will hold your biopsychosocial history and risk assessment data, other relevant medical history and ongoing information about your treatment and condition ("Medical Information") which I will use in order to provide my services to you.
- (c) I may hold certain financial information of yours, such as debit or credit card details, in order for us to receive payment in exchange for providing our services to you ("Financial Information");



- (d) If you visit my website, I will hold "Cookie Information". A cookie is a small text file which asks permission to be placed on your computer's hard drive or mobile device. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. I use Cookie Information to analyse and improve my services or in order to customise the website according to your personal interests;
- (e) a record of any correspondence or communication between you and us ("Communication Information") which we will use to provide our services and communicate with you;
- (f) I may hold certain information about you in order to provide information about my services. This may include names, email addresses, phone numbers, addresses, and other information ("Marketing Information") which I will use to market and promote my services.

I will process the Contact Information on the basis that you have consented to it (for one or more specific purposes), where the processing is necessary for me to comply with my obligations under a contract with you (for instance for the provision of my services to you as a client) or for our legitimate interests in providing services to you as a client or potential client. A legitimate interest in this context means a valid interest I have, or a third party has, in processing your personal data which is not overridden by your interests in data privacy and security.

I will process Medical Information on the basis that you have consented to it, where it is necessary for me to comply with my obligations under a contract with you or where it is necessary for the protection of your (or another person's) vital interests.

I will process Financial Information on the basis of our legitimate interests (in providing services to you) or as necessary for the performance of a contract with you.

Communication Information will be processed on the basis of our legitimate interests (in providing our services to you).

Marketing Information will be processed on the basis of my legitimate interests (in providing services to you) or on the basis that you have consented to it.

In addition to the above, all information may also be processed on the basis that it is necessary to comply with a legal obligation to which I am subject.

Generally, I will collect information directly from you. If for any reason, I obtain your personal data from any other third party your privacy rights under this notice are not affected and you are still able to exercise the rights contained within this notice.

You do not have to supply any personal data to me however in practice I would be unable to provide our services to you without personal data (for instance we will need contact information in order to communicate with you). You may withdraw our authority to process your personal data (or request that we restrict our processing) at any time but there are circumstances in which I may need to continue to process personal data (please see below).

C. DISCLOSURE, DATA STORAGE & RETENTION

Who has access to your personal data?

I do not disclose any information you provide to any third parties other than as follows:

- (a) I may consult with other professionals involved in your treatment only with your explicit signed consent.
- (b) If I believe you or another person is at risk of being harmed e.g. if I am concerned that you are in serious danger of attempting or completing suicide, in imminent danger or temporarily unable to take responsibility for your actions, I would advise the relevant emergency authorities and/or your doctor and/or your



nominated emergency contact. Any decision to break confidentiality would not be taken lightly. We will usually consult with a colleague, the clinical supervisor and where possible, advise you as well. You have an ethical and legal right to know the importance of and/or see what is being said about you if you wish and I will make every effort to include you in the process except in circumstances where it would harm you or others to inform you (e.g. child protection situations, mental incapacity, terrorism).

- (c) I may discuss our work in a general way with the clinical supervisor and supervision group in order to maintain high standards of practice. I will never use names or personally identifiable details.
- (d) I actively participate in forums, listservs, relevant online groups and other opportunities to collaborate and consult with other professionals in order to further our training and skill set. I do not share names or identifying details.
- (e) Your name may be contained in financial records and my online diary. It is possible that third parties may have access to those records, for example, an accountant, tax adviser, legal adviser or administrative assistant.
- (f) I may be required to disclose some of your personal data to your health insurance company. For instance, if I invoice your health insurance company directly in respect of your treatment, I may be required to provide certain information including your Contact Information, appointment and attendance dates, progress notices and the applicable consultation or treatment fee.
- (g) If an accident, illness or my passing prevents your therapist from being able to contact you, I have nominated a trusted colleague who will be able to access my client list and contact you if necessary. I have documented the procedure to follow in a clinical will and you will be provided with necessary referrals. They will destroy personal and sensitive data and archive clinical notes safely at the appropriate time in line with GDPR requirements.
- (h) I may be required to disclose certain data to regulators or other lawful authorities;
- (i) if I am under a duty to disclose or share your personal data in order to comply with any legal obligation (for example, if required to do so by a court order or for the purposes of prevention of fraud or other crime);
- (j) in order to enforce any terms and conditions or agreements for our services that may apply;
- (k) as necessary in order to protect both our and your rights, property and safety (for instance in relation to fraud protection).

What happens if there is a data breach?

Although I take measures to protect your data, information can be intercepted and breaches can occur. If there is a data breach, I will follow the regulations set out in Article 33 of the GDPR. This includes notifying the ICO of the nature and consequences of the breach within 72 hours, and any measures we have taken to address it, unless the personal data breach is unlikely to result in high risk to your rights and freedoms. I will also notify you without undue delay if the breach is likely to result in a high risk to your rights and freedoms.

How long is your personal data stored for?

I review the personal data (and the categories of personal data) I hold on a regular basis to ensure the data is still relevant to my business and is accurate. If I discover that certain data I am holding is no longer necessary or accurate, I will take reasonable steps to update, correct or securely delete this data as may be required. Generally, I will aim to review all personal data held every 12 months.



Except where you explicitly agree otherwise or there is legal reason for us to continue storing it, your Contact Information, Financial Information, Communication Information and any other information not specifically mentioned in this section or privacy notice will be stored securely for a period of **7 years** from receipt of the data or after your final session.

Marketing Information (such as names, telephone numbers and email address) will be stored for up to **3 years** from the date on which you last interacted with us.

Medical Information will be stored securely for a minimum period of **8 years** from the date of your last session with the practice/ until the client's **25th birthday** in the case of a child, or for as long as is required under relevant law, regulation, policy, practice or procedure.

D. SECURITY

I will take reasonable steps to ensure that appropriate technical and organisational measures are carried out in order to safeguard the information I collect from you and to protect against unlawful access, accidental loss or damage. These measures may include (as necessary):

- (a) protecting my servers with software firewalls;
- (b) locating my data processing storage facilities in secure locations;
- (c) encrypting all data stored on my server with an industry standard encryption method that encrypts the data between your computer and my server so that in the event of your network being insecure no data is passed in a format that could easily be deciphered;
- (d) securely disposing of or deleting your data;
- (e) regularly backing up and encrypting all data I hold.

I will take reasonable steps to ensure that I am aware of their privacy and data security obligations.

E. Cookies and IP address

- (a) A cookie is a piece of data stored locally on your computer or mobile device and contains information about your activities on the internet. The information in a cookie does not contain any personally identifiable information you submit to our website.
- (b) On my website, I use cookies to track users' progress, allowing me to make improvements based on usage data. A cookie helps you get the best out of the website and helps me to provide you with a more customised service.
- (c) Once you close your browser, my access to the cookie terminates. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. To change your browser settings you should go to your advanced preferences.
- (d) I am required to obtain your consent to use cookies. I will obtain this consent with a toolbar which appears when you first visit our website.
- (e) If you choose not to accept the cookies, this will not affect your access to the majority of information available on our website. However, certain online services may not be available.
- (f)

An Internet Protocol (IP) address is a number assigned to your computer by your Internet Service Provider (ISP), so you can access the Internet. I may use your IP address to diagnose problems with my server, report aggregate information, and determine the fastest route for your computer to use in connecting to my website, and to administer and improve the website.

F. THIRD PARTY SERVICES

My site may contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that I do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

G. NOTIFICATION OF CHANGES TO THE CONTENTS OF THIS NOTICE

I will post details of any changes to my policy on the website to help ensure you are always aware of the information I collect, use, and in what circumstances, if any, I share it with other parties. Please check on the website regularly for any updates.

H. CONSENT

Please tick one box and sign below. Please discuss any concerns with me and I will try to accommodate your needs.

"I give consent for Laura Thomas to collect, process, store and erase my personal data as set out in this Privacy Notice only to the extent that my consent is required pursuant to this Privacy Notice."

"I do not give consent for Laura Thomas to collect, process, store and erase my personal data as set out in this Privacy Notice to the extent that my consent is required pursuant to this Privacy Notice."

SIGNATURE

Client Name	Client Signature (physical/electronic)	Date
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Therapist Name	Therapist Signature (physical/electronic)	Date
Acknowledged by and on behalf of Laura Thomas		