

Kirsten Rogers
Counselling and Psychotherapy

Tel: 07772854265

Kirstenrogerstherapy@gmail.com

Privacy Statement

I am registered with the BACP (British Association for Counselling and Psychotherapy) and adhere to the General Data Protection Regulation (GDPR) which means that I need to tell you what data I am collecting from you and what I intend to do with it. My BACP registration number is 00928286.

Collection and Usage of your Personal Data

I collect personal and sensitive information about you including name, address, email address, telephone numbers, GP/emergency details, date of birth, medical and mental health information. I use the information to provide an effective counselling service, to contact you regarding sessions and to send you receipts and/or invoices. I keep a record of your attendance and may keep short factual notes of our sessions.

Sharing of data

I might share data if required to by law or if ordered to by a court or if you tell me about risk of serious harm to yourself or someone else.

I have clinical supervision where I talk about my work, but I only use your first name.

All payments are recorded in my accounts using your initials and these might be shared with HMRC if I am audited.

In the event that I am seriously and unexpectedly incapacitated, I would share your name and phone number with a colleague who would contact you.

If an external counselling service has referred you, factual notes and attendance details will be provided to them in accordance with your/their requirements.

Storage and disposal of data

Most of my records are in paper form. As an additional protection, I keep your contact details separate from any notes of our sessions so that the latter can never be linked directly to you, should they, for reasons out of my control, fall into the wrong hands.

Apart from when I bring notes to our sessions, they are stored securely in a locked cabinet. My diary is in paper and digital form (in which you will be identified only by

your initials or first name). My paper diary will be on my person during the day but kept in a locked cabinet when not.

My financial accounts, email and mobile phone are electronic and password and anti-viral protected. I keep psychotherapy notes and your personal information for a minimum of three years, in line with the requirements of the UK Council for Psychotherapy. However, in line with HMRC requirements I will delete all data relating to you after 7 years.

Access to your data

You can make a subject access request in respect of your personal information held by me by making a request in writing. Once I receive the written request, I will respond within 14 days. If during sessions, information is provided by more than one individual (couples or group therapy), I will only release information if consent has been given by all individuals involved. You may also request that inaccurate personal data is amended.

Concerns

If you have any concerns about how I have handled your data, you can complain to the Commissioner's Office (ICO): ico.org.uk/concerns. My ICO reference number is ZA769817.