



CONNECT COUNSELLING with JULIE HARRISON

PRIVACY POLICY

I collect and hold sensitive data about you. In order to fully comply with the general data protection regulation (GDPR) I want to make you aware of a few things:

The type of information I collect:

- Identity Data - your name, and address where sessions will take place.
- Contact Data - email address, and phone number
- Contact details of - emergency contact name and number, as nominated by you.
- Concise anonymous notes of our interactions.

I asked for this information as you are having counselling with me.

I am the only person who has access to this data.

- It's important to note that the likelihood of sharing your data is very low. However, as per contractual obligation, I may be required to share it if my session notes are subpoenaed by a court. Additionally, if you or someone you mentioned is at risk of harm, I may need to share this information with outside organisations to ensure safety and well-being.
- Your privacy and safety are top priorities.

Your data is kept confidential and secure in a locked cabinet, and a password protected PC and phone.

Upon receipt of your information, I implement stringent procedures and employ security features to mitigate the risk of unauthorised access. These measures are designed to protect the confidentiality and integrity of your personal data to the best of my ability.

I will retain your personal data only for as long as it is necessary to fulfil the purposes for which it was collected, including meeting legal, accounting, or reporting requirements.

By legal obligation I am required to maintain basic information about my clients, which may include contact identity, financial and transaction data for a period of seven years after our work comes to ends.

Personal data will then be promptly and securely deleted ensuring compliance with privacy regulations.

Clinical Will and Continuity of Care

I have a clinical will in place. This means that in the event of my sudden death or incapacitation, a qualified colleague, **Jane Buckland**, has been appointed as my clinical executor.

The clinical executor would act on my behalf to make decisions about my professional records, in line with legal and professional requirements.

To support continuity of care, the executor holds your **first name and contact number only**. This information is stored securely and confidentially and would be used solely in the event that I am no longer able to practise, in order to inform you of this.

The purpose of this arrangement is to safeguard your welfare and to ensure the secure, ethical management and eventual confidential disposal of your records. If you wish, the executor may also be able to offer guidance on finding an alternative therapist.

Under data protection law, you have rights including:

- Your right of access – You have the right to ask me for copies of your personal information.
- Your right to rectification – You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.
- Your right to erasure – You have the right to ask me to erase your personal information in certain circumstances.
- Your right to object to processing – You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability – You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

For any enquiries, comments, or request to access or amend your information, please contact me at connectwithjulie@outlook.com or 07473228193.

You can complain to the ICO if you're unhappy with how I have used your data.

<https://www.ico.org.uk>

I understand and agree to Julie Harrison holding my data.

Signed:

Date:

Print:

