

Diane Everitt Counselling

MBACP Integrative Counsellor

Counselling Privacy Statement for clients

Diane Everitt Counselling is collecting your name, GP and contact details in order to contact you during our work together or in case I need to contact your GP or the authorities on your behalf.

I ask for any relevant medical details that may affect you and our work together.

These details will not be shared except in the following circumstances

- Where your consent is given for confidence to be broken.
- Where I am compelled to break confidentiality by a court of law.
- Where information disclosed during the session is of such concern that confidentiality cannot reasonably be expected to be maintained in the case of serious crime, or if I have reason to believe that there is a serious risk of substantial harm to yourself or others, in which case I reserve the right to contact the appropriate authorities. I would keep you informed prior to disclosure unless I consider that the urgency of the situation requires immediate action to safeguard the physical safety of yourself or others.
- I have appointed a clinical executor who would have access to your name and contact details to enable them to contact you in an emergency or if for any reason I am no longer able to work with you. In the event of my death they would be responsible for deleting your records and notes.

Counselling records/notes:

Counselling records and notes are confidential and are kept securely in accordance with the Data Protection Act. Session notes are kept in a password protected laptop. These are coded so that clients cannot be identified.

Clients' contact and medical details are kept separately in a locked filing case.

Notes will be kept for a period of 7 years after counselling has ended in line with my insurance requirements in case it may become necessary to share your data in the case of legal action following a complaint, or a legal duty by court order. After this period your notes and records will then be erased. Your contact, GP and medical details will be erased one month after counselling has ended.

I may also store your phone number in my mobile phone which is password protected.

Right to access and control your personal data

You have a right to access your personal data through a data subject access request, free of charge within 1 month of your request. You also have a right to transfer this data to another Party.

You have a right to ask for information about you to be erased as long as it is no longer relevant to the original purpose it was collected. You can also request any inaccurate information about you to be amended. You can request a restriction on processing your personal data although this is only applicable in certain circumstances, usually for a limited time.

If you wish to withdraw your consent to my use of your data at any point please let me know in writing by letter or email, however data may need to be retained for lawful purposes in line with my insurance requirements in case it may become necessary to share your data in the case of legal action following a complaint, or a legal duty by court order.

If you have any concerns about how I have handled your data, you can complain to the Information Commissioners Office ICO @ 0303 123 1113

Client contact details:

Full name.....

Date of Birth

Address:

.....Postcode.....

Contact numbers:

Home.....Mobile.....

Email address.....

Emergency contact

Name..... Phone No

Details of your General Practitioner:

Name..... Contact no.....

Address.....

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Relevant medications.....

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Relevant medical conditions.....

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I have read and agree with the privacy statement.

Signed.....

Date.....