

The General Data Protection Regulation (GDPR)

This policy controls how I use, maintain and disclose information collected from clients of Counselling in North London. It applies to the practice, website and services offered online or by phone.

I will ask you to sign a copy of this policy if you wish to continue counselling after the initial appointment to state that you have understood and agree with how I collect, store and hold your information before we begin.

Personal Details and how they are stored

I am registered with the Information Commissioner's Office (ICO) and in accordance with the General Data Protection Regulations (GDPR) 2018, any records relevant to our sessions will be kept confidential and held in a secure manner. Electronic documents will be encrypted and any hard copies kept in a locked cabinet. The following personal details will be held on file: name, address, contact details, date of birth, GP contact details and any relevant medical information. Client session notes will be held securely on file for 6 years and then destroyed.

Sharing your personal information

I will not disclose any information to a third party other than in the event that in my opinion there is a threat to your own safety or to the safety of others, or if I am obliged to do so by law. If it becomes necessary to disclose information for these purposes I would always try to do this in discussion with you and with your prior consent. My governing body the BACP requires me to have appropriate supervision for all clients.

Your Rights

You have the right to ask for a copy of your personal information, and for any incorrect information about you to be updated. You have the right to ask for any of your information to be deleted. These rights are mandatory except for data that I have a legal obligation to keep on file.

In line with the General Data Protection Regulations (GDPR) 2018, the data controller is Robert Thompson (Counselling in North London).