

Data Protection Information & Consent for Users of this Counselling Service.

Why do I keep your information & what do I keep ?

In order to carry out a professional counselling service I will maintain a record of your contact details, and in cases where risk has been identified, clinical case notes. Evaluation information and general statistics are also kept indefinitely about numbers attending the service. These statistics do not contain information from which an individual can be identified and are solely used to monitor and improve the effectiveness of the service.

How will I keep your information & for how long ?

I will keep basic written records securely while you remain registered with this service and up to an indefinite period after your attendance. When they are disposed of, they are done so confidentially. Electronic information will be deleted using specialist software; paper records will be incinerated or 'put beyond use'. This will be reviewed on a bi-annual basis.

Yes, you have access to your notes: You have the right to see the information I hold about you and you can ask me to change information about you that is incorrect. If your notes include information that would identify a third party however, this will be removed (to preserve the confidentiality of third party) unless the third party gives consent for access. You also have the right to ask me to delete information I hold about you, which I will do save for that which I have a legal obligation to keep; for example, for my business tax purposes.

If you wish to complain about how I handle your data, in the first instance please contact me, Emily Blossie Pearce Lawson, who is the Data Controller at Blossie Pearce Counselling. If your complaint is not resolved to your satisfaction you can contact the Information Commissioners Office : www.ico.org.uk / 0303 123 1113

My Confidentiality Policy :

This service adheres to the strictest standards of confidentiality. The counsellor will not pass on personal information about clients to anyone outside of the service, **except** in the following circumstances:

- Where the counsellor believes the client or a third party is at risk of serious harm or danger to self or others.
- Where the counsellor has the explicit consent of the client to disclose the information.
- Where the counsellor would be liable to civil or criminal court procedures if the information was not disclosed.
- In the event of a perceived terrorist act.

In any of these circumstances the counsellor will seek to obtain consent to disclose information from the client. If there is no indication that permission to disclose will be given and the crises or danger is sufficiently acute, the counsellor may pass on the information directly. In line with their professional requirements, the counsellor may discuss counselling sessions with a supervisor external to the service. In these processes the identity and circumstances of clients are presented anonymously.

The Data Protection Act (2018) requires that this service obtains your consent for record keeping. Your signature is necessary to show that you, or other persons you may be signing behalf of, have explicitly agreed with the items mentioned within this document.

**Do I have permission to keep your* information
(or persons' you may be signing on behalf of) ?**

If yes, please sign below :

Signed by **client**: Signed by **counsellor**:
Dated : Dated: