



Sarah Ward  
BA (Hons) MBACP (Accred)

### **Riverside Counselling Colchester**

### **Data Protection and Privacy Statement**

Under the EU General Protection Regulations May 2018, explicit consent is required for use and processing of your information.

To this end please read the following statement and sign to say that you agree to my having your address, email address, phone number, GP name/address, and securely storing your notes, whilst protecting privacy.

#### **Secure storage**

Your data is stored securely and confidentially and used in a safe and ethical manner, in line with EU General Protection Regulations May 2018. It is not shared with other people without your consent.

I make every effort to keep all information confidential. Any written details will be stored securely and confidentially under lock and key. If you have contacted me by phone or email your contact detail will be removed as soon as we have completed our work, or at the latest within 6 months. Payment records are anonymised, as is a record of attendance. Any notes written after sessions are anonymised and will be shredded or deleted after 5 years.

#### **Sharing information**

As the individual, you have the right to receive your personal information which you previously provided and you also have the right to transfer that information to another party. In the event that I need to share your data with GP or social services I will endeavour to do this with your express permission.

#### **Legal exceptions**

The information disclosed during the course of counselling is confidential. However there are legal exceptions. For example, if you reveal a threat of harm, or there is a threat of harm to self or to others, if you reveal knowledge of terrorist activity or if a court order is received and a legal obligation arises.

#### **Right to access**

You have the right to ask for a copy of your personal information free of charge, in either electronic or paper format. You also have the right to ask to amend or change any incorrect information about you.

#### **Right to be forgotten**

You have the right to ask me to erase any information that is held about you. This includes your personal information that is no longer relevant to original purposes, or if you wish to withdraw consent. In all cases and when considering such requests, these rights are obligatory unless it is information that I have a legal obligation to retain.

#### **Data portability**

As the client, you have the right to receive your personal information which you previously provided, and also have the right to transfer that information to another party. For the purposes of the General Data Protection Regulations (GDPR) 2018, the data "controller" is Sarah Ward, Counselling Leigh on Sea.

*This Privacy Policy lets you know how your personal information is being collected, stored, and shared and this is line with EU/UK General Data Protection Regulations.*

If you are happy with the way your personal information is being collected, stored and used, please sign below. Thank you.

Name .....

Signature .....

Date .....