

### Privacy Notice and GDPR

The General Data Protection Regulation (GDPR) is legislation which came into effect on 25th May 2018. Under this law you have a right to know what information we collect, how we use it and the circumstances in which it may be shared.

The personal information you provide to **shine counselling** will be used for legitimate business interests, that is, to provide you with a professional counselling service.

### Your Personal Data

Information kept includes:

- Your signed privacy notice
- Your signed counselling agreement
- Brief record of each counselling session (which may contain sensitive personal data – see below)
- A personal information sheet

### Sensitive Personal Data (“Special Category Data”)

Some of the information collected may be sensitive personal data including ethnic origin, religious beliefs and physical and mental health. Such data will only be used to provide a counselling service in accordance with legal obligations. Sensitive personal data is stored as part of your clinical notes which are anonymised with a unique code. Your personal information links to your clinical notes using a unique code. This code is stored in a separate location and password protected.

### Why We Need It

Name, date of birth, occupation	Basic information about yourself that helps us to get to know you.
Address, email address, telephone number	We use this as a way of contacting you about our sessions. Address is also kept in case we felt you were at risk and needed to request a police safety check.
Emergency contact	In case anything happens to you within our session, for instance if you become suddenly ill and we needed to contact someone.
GP details	If we felt you were at risk then we may need to contact your GP. Where possible, and if appropriate, we will discuss this with you first.
Session notes	Standard professional procedure requires summary notes to be made of each session which refreshes your counsellor's memory of what was discussed in sessions.
Sensitive Personal Data ("Special Category Data")	This information helps us to get to know you and make an initial assessment of your circumstances including any history of depression and anxiety

### Session Notes – Data we have a legal obligation to keep

We are required by our insurance company to keep session notes for a period of 5 years after the end of therapy, after which they are destroyed by either deletion or shredding.

### What are your rights?

You have a right to request to see or have amended any personal information we may keep about you. You also have the right to request that we delete information that we hold about you. You also have the right to object to the processing and use of your personal data.

### What information we share

We will not share any information about you with other organisations or people, except in the following situations:

- **Consent** – We may share your information with other professionals whom you have requested or agreed we should contact.
- **Serious harm** – We may share your information with the relevant authorities if we have reason to believe that this may prevent serious harm being caused to you or another person.
- **Clinical Executor** – If for any reason your counsellor becomes incapacitated and unable to work your information will be passed onto their Clinical Executor so they can contact you and make suitable arrangements.
- **Compliance with the law** – for instance if we are required by a court of law.

### How your data is stored

Paper forms and correspondence are stored in a locked filing cabinet. Your identifiable information is kept separately from any session notes and are linked by a unique code. All electronic records are encrypted and require password access. Your telephone number may be kept in our mobile phones using your unique code rather than your name or any other identifying details.

### How long we keep it for

For legal reasons we keep session notes for 5 years after the end of therapy which is the time frame our insurance company requires. After this they are destroyed, either by shredding or deletion.

The following will be shredded or deleted within 3 months of our work finishing:

- Personal information form
- Your phone number from our mobile phones
- Emails regarding appointment arrangements

### Data Protection Accountability

If you wish to complain about how your data is handled, in the first instance contact the Data Controller at **shine counselling**.

Tel: 07899 985190

Email: [gdpr@shine-counselling.co.uk](mailto:gdpr@shine-counselling.co.uk)

If your complaint is not resolved to your satisfaction you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/handling/> or call 0303 123 1113.