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**Privacy Notice**

In line with the European Data Protection Regulation and as a professional counsellor registered with the information Commissioner’s Office, I am obliged to give you the following information about how I hold your data and how it is protected.

**What Information Do I Hold?**

In my work as a counsellor I may collect the following data; name, address, phone number and email, date of birth, GP address. I will also take brief session notes.

**What Do I Do with your information**?

The information that I hold is stored securely and is deleted and shredded after 7 years after our work together comes to an end.

In line with good practice guidelines, first names and phone numbers of current clients are shared with my professional executor, in case of illness or death. This is in place so you can be informed.

I will use your phone number, email or home address to contact you regarding appointments and to reply if you make contact with me. Your phone number is never stored under your name. I will never share your details with a third party unless you give me permission to do so. The exceptions to this will be if I believe you or someone else is at risk of serious harm and where I am obligated to do so by court of law. In this unlikely event I would always inform you first.

Please sign to confirm that you have read and understood the text above. By signing, you are consenting to me holding and using your data in this way.

Signature ……………………………………………………………………………….Date………………………………….

PRINT NAME………………………………………………………………………………..

Thank you

Registered member of British Association of Counselling and Psychotherapy No. 592032