

EMILY ROSE COUNSELLING PRIVACY STATEMENT

Data Protection Information

The information held by Emily Rose Counselling is as follows:

1. Your name and address – the information is used to contact you.
2. Your contact telephone numbers – the information is used to contact you and to receive contact from you.
3. GP contact details – GP details are kept in case of emergency. The contract advises that I may wish to contact them with your permission.
4. Brief notes are kept by Emily Rose Counselling to record when you attend sessions.
5. I may make notes as a reminder of the sessions and for supervision purposes.
6. Recordings of sessions may be made; this will be discussed in full at the time of contracting. These may be used in supervision or for research or professional purposes. Your consent for this will be discussed, you have the right to decline recordings. All information will be anonymised before such recordings are used.

All data held by Emily Rose Counselling is kept secured in line with data protection principles and UK law.

The data held is never shared with third parties except for legal reasons.

Data retention policy:

The above data is retained for 7 years and then destroyed. This is in order either to comply with a legal obligation or for the establishment, exercise or defence of legal claims.

Emily Rose Counselling and Psychotherapy.