

Privacy Policy for Counselling & Supervision

About this policy:

This policy outlines Kim Davies's collecting, storing and processing personal data. ('personal data' means data which relates to a living individual who can be identified from the data or from other information from that data) in order to comply with the Data Protection Act ('DPA') 2018

This policy covers all the principles under the DPA. These are known as the 'data protection principles' and ensures information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- kept for no longer than is necessary
- kept safe and secure
- not transferred outside the European Economic Area (EEA) without adequate protection

Kim Davies is responsible for personal data handling, information on procedures dealing with both internal and external access requests and how the information collected is used.

What is meant by privacy: Privacy, in its broadest sense, is about the right of an individual to be let alone. It can take two main

Why is it necessary to hold personal information about an individual?

I need to store your information in order to administer and deliver the service you have requested, and to comply with any legal or professional body responsibilities that ensue in the delivering of that service.

What will I use it for?

To make contact with you, to record the relevant personal contact details you give consent for me to hold, to record emergency contact information, where applicable to make clinical assessments & record session notes.

Is the information is being held securely?

- I store paper records containing a client or supervisee's name, contact details, session notes, and any letters or reported needed in a locked filing cabinet. In terms of electronic records, I store less detail electronically (e-mails we exchange, all other records use initials rather than full names especially when linked to a phone number.) All electronic devices are password protected. I use initials only on my electronic bookings calendar.
- Website sign-up contact forms I receive are deleted from my email systems once further contact has been made
- Client notes showing date, and a brief outline of session content are recorded in a hand-written paper file format with initials only and stored in a separate folder to the one with your personal details on it.
- Photos taken in sessions (with your express permission, i.e. to record something we've written together) are stored/noted in the anonymised session notes
- Anonymised session notes are used for my own clinical supervision (to comply with my professional body and good ethical practice). At supervision, I share details about the case but not your personal details unless a legal or safeguarding requirement requires me to
- Anonymized client codes are used to identify income source in my accounts for my HMRC tax return
- If you have chosen to 'like' or 'follow' me on my business social media page, I do not hold data about that outside of that social media setting.

Website Security & Cookies:

www.kimdaviescounselling.com has an SSL certificate. An SSL certificate shows that the data connection to an Internet page is secured with a Secure Sockets Layer (SSL). This ensures that the transferred data cannot be read or modified by third parties. (You can recognize the encrypted connection to the lock icon in the address bar of the browser Browsers.) This also secures the content you send through the contact form. The website does use some forms of cookies as part of its functioning. If you would like information about the types of cookies used, please do ask using the contact details at the bottom of this document.

Retention Information:

This covers how and when I delete personal information. It is possible to request that I destroy the personal information I hold about you, although there is sometimes a legal basis for not complying with that request. Upon request, or at seven years after our last contact, I delete by electronic means and destroy paper records by shredding. For clients under the age of eighteen, notes are kept until your 26th birthday or seven years after last contact whichever is the later)

When is it necessary for me to share personal information?

I will only share personal information as follows:

- If I become aware that there is a safeguarding risk to either you or another person, as this is a legal duty
 - Where you request me to do so (i.e. a letter to a GP, references or supervisory reports for college)
 - Where I need to comply with a legal requirement to do so
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Contact Information:

If you have any questions about this policy, please contact the owner.

Owner and Data Controller

Kim Davies

Owner contact email: kimdaviescounselling@gmail.com

Latest update: June 12, 2018
