

GDPR

As your therapist and as an affiliated member of *COSCA and a registered member of *BACP I am committed to the responsible, ethical and secure use of any personal information I may hold on you. Any personal information I have will be used to fulfil the counselling contract we will have entered into together.

The information I would ask for will include; contact information, an email address and/or telephone number; your GP's name and their practice address as well as their telephone number. I will ascertain whether you are on any prescribed medication. I may ask about your domestic situation, for example whether you are in a relationship, or whether you have children or have responsibility and care for another dependent. In addition to this I would keep brief factual notes of our sessions together for my own reference. These paper notes will be kept in a locked cabinet and will be destroyed five years after our counselling contract comes to an end. This is a requirement by most insurance companies. **If you are unwilling to contract to this, it would mean I would not be able to work with you as I would not be covered by my insurance company.** You do of course have the right to access a copy of all notes and data which I hold for you. If you wish to do so I would require a signed written request which would be kept in your file and at least 48 hours' notice given.

I am registered with the Information Commissioner's Office (ICO).

I will not share any of this information with a third party nor organisation without your prior knowledge and expressed permission, unless there is a legal requirement for me to do so; for example if I discover that there is a child or adult safeguarding issue or a perceived risk of harm, either to yourself or another individual.

A breach of confidentiality is when a person shares information with another in circumstances where it is reasonable to expect that the information will be kept confidential.

By signing below, you are giving me consent to store the above information for the duration of our work and for five years thereafter in accordance with Holistic Insurance Company's policy.

*Counselling and Psychotherapy in Scotland

*British Association for Counselling and Psychotherapy

Signed _____

Print Name _____

Date _____

If you find that you have a reason to complain about your therapy, then please use the *COSCA Complaints Procedure which is available via this link:

<http://www.cosca.org.uk/guidance-policies/complaints>