

## **GENERAL DATA PROTECTION (GDPR) STATEMENT**

**A privacy statement detailing my GDPR policy relating to personal information kept collected, stored and processed.**

**Victoria Childs**

**ICO data controller ref: ZB608650**

### **Personal Information**

I collect personal information which includes your name, address and contact details, for the purpose of contacting you and arranging sessions.

### **Processing/sharing of personal information**

I have regular supervision with my supervisor, an experienced senior psychotherapist, in accordance with the BACP ethical framework for counsellors and psychotherapists, in order to provide best practice. During supervision, I may discuss your case anonymously.

### **Exceptional circumstances**

The service I provide is confidential. However, should I have grounds to believe that there is a serious danger to you or others I may have to break confidentiality. However, I would always aim to discuss this with you in advance if at all possible and appropriate to do so.

### **Storage of Information**

Information is stored for a period of six years and paper data is kept in a locked filing cabinet. I access my email account through my computer and phone and these devices are password protected.

### **Your Rights**

You have the right to access any information held by me about you. You will need to submit a request in writing to do this. You also have the right to ask for information to be rectified should you believe it to be incorrect. I will endeavour to provide you with any information requested within six weeks. You also have the right to have information deleted or shredded. However, this may be declined if the information is needed for me to practice lawfully, or if there is another reason such as a legal issue. Please discuss with me if you are concerned about the way your information is being held. If you are still unhappy, then you have the right to complain to the Information Commissioners Office (ICO).