

Privacy Notice, Data Protection and Client Consent

I am committed to working in a way that best supports my clients and meets legal requirements regarding information that I hold. This document explains my privacy policy relating to information I collect.

Information I collect includes contact details, date of birth and GP information.

The primary purpose of keeping information is to enhance my practice and facilitate the therapeutic process, and for this I keep electronic notes of therapy sessions. These are kept securely and separate from identifying contact details. I am required, by my insurers to keep these for 5 years from the end of therapy, after which they will be securely deleted. On very rare occasions I may be legally required to share information. This includes, but is not limited to, issues of child protection and suicidal and violent risk. Should I become suddenly unable to work there is a system in place where, a trusted professional colleague will have access to contact details to pass on information to clients. You can make a written request to see the information held about you.

For the duration of our work together I keep your contact details to enable effective communication and for additional tasks such as invoicing and contacting you regarding appointment arrangements. I use robust security procedures including two factor authentication and encryption. Emails and text messages will be deleted as soon as they have served their purpose. These details are deleted from devices once our work together has ended.

If you pay for my services via bank transfer this information becomes part of my business and banking records and paper copies are kept for 7 years and then securely destroyed.

I give my consent for Caroline Bush to store and process information as described in this document.

Name (Please Print).....

Signature

Date.....

Caroline Bush ICO registered: ZB788429