Privacy Statement

I, Jade Hens, am the data controller for Jade Hens Counselling. I am responsible for collecting and processing your personal information; processing includes the organisation, retrieval, use and destruction of information and its disclosure to other agencies (where necessary).

I am registered with the ICO (Information Commissioners Office) registration number: ZA321048, you can view my registration at: <https://ico.gov.uk> .

What information is recorded?

Personal information:

* First name or given name
* Family name or surname
* Home address
* E-mail address (optional)
* Contact number/s
* Doctors details
* Date of birth and age

Sensitive personal information:

* Medication
* Allergies

What is this information used for?

* Contacting you regarding your sessions
* Maintain records
* Respond to any enquiries you make
* Ensure the accuracy of our records
* Protect you and other people from serious harm

The lawful basis on which I process this information

**Contract (counselling agreement):** the processing is necessary for the counselling agreement I have with the individual.

**Vital interests:** the processing is necessary to protect someone’s life

**Consent:** the individual has given clear consent for me to process the personal data for a specific purpose.

Information Security:

I recognise that the information you provide may be sensitive and I will respect your confidentiality. I store data on paper which is secured in a lockable filing cabinet that only I have access to, I will have your contact number saved in my business mobile which is password protected with contacts anonymised by initials. I will only share such information as necessary and where I am satisfied that the other organisation is entitled to receive it and will keep your information secure.

Examples where I could share your data:

* If subpoenaed by court
* If you, or someone else, are at serious harm- I may have to pass this information on to your Doctor or the Police.
* I will inform my supervisor of your name, age and if you’re on any medication but your identity will remain protected.

After every session, I will make brief notes of the discussion; these notes **do not** constitute part of your official health record. My notes are coded to keep anonymity and are kept for a period of six years after counselling has ended and will then be destroyed. Your personal and sensitive information will be destroyed within one month of therapy ending, this includes: paper copy of contact information; all emails to and from you and your number in the business mobile phone.

Corrections and concerns

If you believe that information I hold about you is incorrect or out of date, or if you have any concerns about how I am handling your information, please contact me and I will try to resolve these concerns.

If you wish to have access to the personal data I hold for you then this can be requested and I will aim to fulfil this request within two weeks.

Consent

If you do not consent to me using your data in this way it is unlikely that I will be able to work with you.

Do you consent to me using your data in this way?

Please WRITE yes or no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Parental signature:\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

\*This may be required if I have a contact number and/or e-mail address on my contact information form (paper copy) and/or in the business mobile phone.

Revision 1.1 last updated 1st September 2019.