

Catherine Webster • Psychotherapist  
NLPtCA Accredited • UKCP Registered



## DATA PROTECTION STATEMENT

The new General Data Protection Regulation (GDPR) comes into effect on the 25<sup>th</sup> May 2018.

### Your personal data is collected to:

- Contribute to the initial assessment process - including checking compliance with my clinical scope of practice
- Facilitate contact between sessions
- Confirm emergency contact details
- Comply with my legal and regulatory requirements - including supervision and accounting.

### Personal data may include:

- Name and Address
- Telephone number/s and email address
- Age or Date of Birth
- Next of Kin name, relationship to you and contact details
- Reasons for seeking therapy
- Any current medical or psychological illness, treatment or medication
- Your General Practitioner name and contact details
- Dates and duration of our clinical sessions

### Retention Periods:

- Personal data is held securely and separate to session notes for at least five years following the completion of therapy.
- Session notes are held securely for at least one year following the completion of therapy.

### Additional Information:

- Session bookings and notes identify you by your initials.
- Clinical supervision identifies you by your first name.
- Text and email contacts are reviewed monthly and deleted unless relevant to ongoing therapy.
- Your contact data (number and length of sessions) is aggregated under your initials to support my completion of regulatory reports and my accounting processes.
- A permanent record is kept confirming the retention status of your personal information.

### Your Rights:

If at any point you believe the information I hold on you is incomplete or incorrect you can ask to see this information and have it corrected or deleted.

If you have concerns about the use of your personal data please discuss them with me in the first instance. If you are not satisfied with the outcome of our discussion or believe I am processing your personal data not in accordance with the law you can complain to the information Commissioner's Office: <https://ico.org.uk/>

4<sup>rd</sup> May 2018.