



## Privacy Policy

### **Introduction**

As a counsellor operating in private practice, I am committed to ensuring the confidentiality, security, and privacy of your personal data. This policy outlines how I collect, use, store, and protect your information in accordance with the British Association for Counselling and Psychotherapy (BACP) Ethical Framework, as well as relevant data protection laws, including the General Data Protection Regulation (GDPR).

### **Data Collection**

I collect the following personal information from clients:

- Contact details: email addresses, names, phone numbers
- Personal details: date of birth, gender, religion, self-described culture, marital status
- Family information: immediate family structure
- Health information: recent hospitalizations, medication details, GP details, information regarding self-harm/suicide, exercise, diet, and sleep regime
- Employment and lifestyle details: employment status, drug/alcohol usage, hobbies, and socializing activities

### **Purpose of Data Collection**

- The information collected is necessary to:
- Assess suitability for counselling services
- Provide effective counselling and support
- Ensure client safety, including in case of emergencies
- Maintain ethical standards in line with the BACP Ethical Framework



## **Data Storage and Security**

All client data will be stored securely using cloud-based software with password protection.

- Access to client information will be restricted to authorized personnel only.
- All documents and electronic devices containing client data will be password protected.
- When client data is no longer needed, it will be permanently deleted from the cloud storage.

## **Consent and Confidentiality**

Client consent will be obtained for the collection and processing of personal data.

- Confidentiality will be maintained except where required by law or where there is a risk of harm to the client or others.
- Client information will not be shared with third parties without explicit consent, except in cases mandated by law or professional obligations.

## **Data Rights**

Clients have the right to access, rectify, or delete their personal data.

- Clients can request a copy of their data or request changes to inaccurate or incomplete information.
- Data access requests will be fulfilled within the timeframes stipulated by data protection laws.

## **Compliance and Review**

This policy will be regularly reviewed and updated to ensure compliance with relevant laws and best practices.

- Any changes to the policy will be communicated to clients in a transparent manner.