# PRIVACY NOTICE FOR ONLINE WORKING

To follow in line with the new general data protection regulations please see information of the counselling work.

What information is kept about you and where this is stored?

Contact details which includes your email address for correspondence

* Date of birth
* GP details
* Emergency contact details

This is kept on an encrypted document and kept on USB stick and stored separately from any other notes, in a locked cabinet.

The assessment is kept with your work and securely stored separately from any data you can be identified from.

Alongside this information is kept for the purpose of evaluating how effective the counselling is, for assessment and the continuation of therapy.

## Client contract

This contractual agreement between client and counsellor which must be adhered to which ensures safety of both client and counsellor.

What happens to my notes after counselling?

This is kept for auditing purposes and as mentioned above any data that you can be recognised from/or identified is kept separate both securely for a duration of 7 years any other work we do together is returned at the end of counselling.

Where I process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, or sexual orientation, I will always obtain your explicit consent you have the right to withdraw that consent at any time. In addition, I reserve the right to monitor computer and telephone/mobile telephone use. Other than as mentioned below, I will only disclose information about you to third parties if I am are legally obliged to do so or where we need to comply with my contractual duties to you, for instance we may need to pass on certain information to others for safety reasons, such as GP, Police or other lawful services and is a duty to members of the public’s safety.

Your rights, under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from me access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners’ Office if you believe that I have not complied with the requirements of the GDPR or DPA with regard to your personal data.

I can confirm I am registered with the ISO as GDPR compliant. Please visit my website <https://sandrawines.co.uk/>

I give my consent to my personal details to be stored.

……………………………………………. ………………

Signed Parental Consent if under 18yrs: Date:

I do not give my consent for my personal details to be stored therefore they will be destroyed when the counselling has ended.

……………………………………………. ………………

Signed Client: Date:

……………………………………………. ………………

Signed Parental Consent if under 18yrs: Date:

……………………………………………. ………………

Signed Sandra Wines - Counsellor Date: