



## **Privacy Statement and Data Protection**

I am registered with the ICO (Information Commissioners Office), this means that I need to tell you what data I are collecting from you and what I intend to do with it.

### What data do I collect and why?

Name and age	This is basic information that helps the counsellor get to know you.
Contact details i.e. adress, email, telephone no.	I will always attempt to use your preferred method of contact in the first instance.
GP's Details	If I have concerns that you may be at risk then I may need to contact your GP, I will discuss this with you first if possible.
Next of kin details	If you are taken ill in a counselling session I would need to contact someone for you.

### When and why data may be shared

If the counsellor believes that either you or someone else may be at risk of harm	In this case counsellors may need to pass information to a GP, Police or Social Services
If counsellors notes are subpoenaed by a court of law	In this case counsellors must supply their notes for the court to see
If your counsellor can no longer work with you due to an unforeseeable event.	In this case a designated member of Sunstone Wellbeing Service will have access to your details and contact you.

**We will not sell your data or use it for unethical reasons**

### Data storage

How will your data be stored?	I use either a professional electronic record storage system such as BACPAC, which is password protected, or paper notes which are coded and kept securely locked. Your phone number will be kept in a business mobile phone, which is code protected
How long will your data be kept?	Your data, including session notes will be kept for 8 years. Your phone number will be deleted from the mobile phone a month after sessions have concluded.

## Supervision

Counselling Clients

In accordance with BACP guidelines I receive professional clinical supervision. Your personal details are never shared during this meeting.

**OR please delete as appropriate**

Counselling Supervisees

I do not keep any data on clients you present in supervision, We use initials or first names of your clients when referencing them. If we are required to provide a supervisor's report in respect of your clients, we will not identify them unless directed otherwise.

## Consent

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

Do you consent to Charanjit Dhaliwal using your data in this way? Please write YES or No

\_\_\_\_\_

Signed: \_\_\_\_\_

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

Print name: \_\_\_\_\_

If you have any concerns about how your data is used you may contact ICO at [www.ico.org.uk](http://www.ico.org.uk) or on telephone no. 0303 123 1113