

Amanda Wells Counselling & Psychotherapy Privacy Notice

GDPR

General Data Protection Regulation (GDPR)

I collect and processes personal data of people I work with to carry out its functions. My Privacy Notice details my commitment to being transparent about how I collect and use your data and to meeting our GDPR obligations.

Who I am

Data Controllers: Amanda Wells CPCAB MBACP

What information we collect

We ask for your name and contact details which are known as 'personal data'. During our work together will make a note of what we have talked about during our session. This may contain other 'personal data' you share such as age, marital status, children, date of birth, gender or occupation and 'special category data' such as race, ethnic origin, politics, religion, health, sex life or sexual orientation. Minimum notes are taken to inform our work together.

Why we collect personal data

- so that we can contact you if necessary
- to comply with the recommendations of our professional body and insurance company.

The lawful basis on which we use this information

To collect and use data you share, we must show the ICO that we have a lawful basis to do this. We also need to tell you what this lawful basis is.

We have determined that 'legitimate interests' is the most appropriate lawful basis for both personal (article 6) and special category data (article 9). See <https://bit.ly/2FLs0Bu> for more details.

How I store your data

Your data will be stored in a lockable cabinet, on a password protected laptop and/or on a mobile phone (Touch ID enabled).

How long we will keep your data

Your data will be kept for the duration of our work together. When our work together has finished, all data except for session notes (which will be stored for up to 7 years) will be deleted or securely disposed of.

How your information may be shared

We would only share data in line with ethical and legal obligations. These are:

- During our supervision sessions when we may talk about our work together. However only your initials would be used.
- If we receive a Court Order for the release of our notes.
- If you disclose you are at risk of serious harm to yourself or another.
- If you share information about a proposed act of terrorism/money laundering/drug trafficking.
- If there is a request by the Police for information regarding a road traffic accident.

Your rights

You have the right:

- to be informed about what information we hold
- to access the information we hold – you can request this verbally or in writing at any time. We will provide you with the information within one month
- to have any incorrect information rectified – you can request this verbally or in writing.
- to have your records erased (in the defence of any legal claims, we may decline to do this citing the lawful basis of legitimate interests)
- to restrict processing (we may decline to do this citing the lawful basis of legitimate interests)
- to data portability – e.g. you can request your notes be transferred to another counsellor
- to object to processing of your data (we may decline to do this citing the lawful basis of legitimate interests)

If you have any concerns about how I have used your data please contact the Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF – Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate).

If you would like to discuss anything in this privacy statement, please contact amandawellstherapy@gmail.com.