

cloud-based software. Any handwritten notes I make while we are together will be promptly transferred to the appropriate records software.

- My mobile phone, and any of your contact details and other personal data that it contains, together with its cloud-based back-up, are both password-protected.
- All paper forms and correspondence are kept in a locked office. All electronic files are kept on password-protected devices with security protection software.
- Whilst I endeavour to keep my IT systems and communications protected against viruses and other harmful effects, I can't bear responsibility for all communications being virus free.
- Client notes and other documentation are destroyed seven years after the end of our work together.
- Any paper desk diary that I use to schedule our sessions does not contain your surname or any other identifying personal data, and so does not constitute personal data.
- Any known data breaches will be reported to the ICO within 72 hours.

Rights

In relation to your personal data covered by GDPR, you have the right to:

- Be informed about any processing of your data
- Request access or rectification of your data
- Request restriction of any data processing
- Request data portability – the transfer/copy of your data
- Object to the processing of your data
- Withdraw your consent to the processing of your data

If you wish exercise any of the above rights, I would ask that you put that request in writing - either by e-mail or letter. You can make a verbal request if you prefer. If the exercise of any of these rights makes it impossible for me to meet the legal, ethical or professional requirements of my practice, our work together would need to come to an end.

As a professional working within health/social care, who is subject to a duty of confidentiality, any relevant personal data I have collected is not subject to a right of erasure. Any such data will also be retained in the event there are relevant legal proceedings, as well as for insurance purposes.

Any personal data collected in accordance with the specific instructions of a third party, e.g., test scores or administrative information required by an employee assistance programme, will be passed to that third party. Your provision of that personal data on that basis represents your consent for me to pass that personal data to that third party. Depending on the circumstances, my own record of that particular personal data may be destroyed, in which case, that third party will be the data controller of that personal data for the purposes of the GDPR.

If you have any concerns about the way I handle your personal data I would invite you to share them with me. If you have concerns which have not been resolved effectively, you have the right to pursue the matter with the Information Commissioners Office (www.ico.org.uk).

Consent

Your attendance at sessions represents acceptance of these terms and your consent for me to process your personal data in connection with our work together.