

PRIVACY POLICY

This privacy policy reflects accordance with the 2018 general data protection regulations (GDPR).

Website:

None of your personal information is stored on this website.

This website is hosted by WordPress. See their website privacy policy here: <https://automattic.com/privacy/>

This website uses Google analytics to optimise performance. Please see Google's GDPR policy here: https://privacy.google.com/businesses/compliance/#!?modal_active=none

This website uses Cookies, which are a small text file that stores on your computer when you are browsing a webpage to collect information regarding your preferences and tailors the website experience to you. Cookies do not collect any personal information. You can change the settings in your browser if you want to disable cookies.

Personal information: I will work to ensure the privacy and safety of your personal data. I only request the personal data needed to provide the services you request. To this end, I will request the following details:

Your name, address, date of birth, contact telephone number, email address, General Practitioner's details and relevant medical information.

These will be stored in a locked cabinet.

In the unlikely event I feel you present a serious risk of harm to yourself or someone else, I may need to disclose this information to your GP. I will always endeavour to discuss this with you first before doing so.

At the end of our work together I will retain your name and address for seven years, then they will be disposed of securely, as confidential material.

Notes: I keep brief session notes stored in a locked cupboard. I keep these for 7 years following the end of therapy and then they will be disposed of securely, as confidential material.

Artwork: I keep artwork in a locked cupboard. It is usual for me to keep artwork until the end of therapy, when you take it home, although sometimes, the creator might wish to take it home after each session. If preferred, at the end of therapy, I can dispose of it securely, as confidential material.

Supervision: I adhere to UKCP and HCPC guidelines re. ethical practice, which includes regular supervision by a UKCP supervisor. I will give my supervisor your first name and a means of contact, which will be stored securely. This is for the sole purpose that my supervisor can contact you in the unlikely event of my incapacity or should I be involved in an emergency.

I may, on occasion, take photos of your artwork, for purposes of supervision, with my iphone, which is password protected. At the earliest opportunity I will delete these from my iphone.

Communications: If you contact me by e-mail, I will store your email address and any e-mail correspondence in my business e-mail account. Your telephone number will be anonymously stored in my i-phone. I will delete your phone number and e-mail address at the end of our work together along with any e-mails and/or text messages we have exchanged.

Should you have any questions regarding this policy please do not hesitate to contact me.