Data protection Act: Client information form

**Permission to store and process your data**

In order to contact you regarding sessions and to ensure your welfare, your counsellor will need to record your details. These include your personal details and details regarding your GP.

To comply with the General Data Protection Regulation your counsellor must ask your permission to store and use your data when required.

**General Data Protection Regulation: Client Information Sheet**

*What is personal data and details regarding GP?*

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number etc. Data concerning your GP include their name and address of their surgery.

*Where will you store my data?*

The record of your case will be stored in a locked cabinet accessed only by your counsellor and in the case of an emergency, their supervisor.

Your name, phone number, email address and day that you see your counsellor will be stored on <https://clinicalwill.app/>

This website is a secure website created by an experienced psychotherapist and a leader in the Information Technology & Security industry experienced in securing web applications to Government standards. You can find out more information about the platform and its security here <https://clinicalwill.app/security>

*How long will you store my data?*

Your data will be stored for the live period of your counselling and then archived for as long as needed (no longer than 7 years).

*How will you use my data?*

Your personal data will be kept in a separate draw from your client notes. Your client notes will be pseudonymized. Your personal data will be used to contact you in regards to appointments.

Your GP data and personal data will be used in the case of concern regarding your welfare. This will be discussed with you first before doing so.

Your name, telephone number and email address will be stored on clinicalwill.app an online secure platform that only the counsellors clinical trustees (Two registered counsellors; a supervisor and peer supervisor) have access to and only in case of emergency. An emergency will be when your counsellor is unable to contact you themselves e.g. sudden serious illness or death.

In the case of your counsellor’s death, instructions to destroy all paper notes have been passed on to their clinical trustee.

*Can I withhold my consent?*

Yes, but if you do you will not be able to continue counselling at this time.

*Why might you share my personal and sensitive personal data? Who will you share it with?*

If it emerged that there was a serious risk of harm to you or to another person, your counsellor would need to release appropriate information to your GP and/ or other relevant authority. In such circumstances, it is always preferred to discuss with you any concerns and proposed actions. Your counsellor will not provide reports or letters about your counselling to any external agency, without your written consent, except where a court order has been issued.

*Obtaining the information held about you.*

You have a right to ask for a copy of your information and to correct any inaccuracies. Under General Data Protection Regulation, your counsellor is required to respond to your request within one month. If you would like a copy of the information held about you, please talk to your counsellor in your session.

*Your right to lodge a complaint*

You can report your concerns regarding handling your personal data to Information Commissioner’s Office. Contact details and list of procedures are available on [www.ico.org.uk/concers/](http://www.ico.org.uk/concers/)

I give consent for my counsellor to keep my personal data on file for the duration of our sessions together and as long as my notes are needed (not exceeding 7 years).

Signed:

Date: