

## BARBARA LEAHY COUNSELLING AND PSYCHOTHERAPY

### PRIVACY NOTICE

#### **Introduction:**

Barbara Leahy Counselling and Psychotherapy is committed to protecting your personal data. Your information will be kept secure and only used for the purpose it was given.

This notice sets out how we use and protect information you provide, and the lawful basis under the Data Protection Act 2018, the General Data Protection Regulations (GDPR) and the data protection principles (contained in the **BACP Ethical Framework for the Counselling Professions: July 2018**) that permits me to do so.

'Data Controller' means the person/organisation that collects, stores, and has responsibility for people's personal data. In this instance, the data controller is me, Barbara Leahy.

Barbara Leahy Counselling and Psychotherapy is registered with the Information Commissioner's Office: **ZB314794**.

#### **Lawful Basis:**

I, Barbara Leahy, use different elements of the GDPR depending on the stage at which I am processing your data, including storage of that data. These are contract, explicit consent, legal claims, vital interests, legal obligation.

For a full breakdown of what information is collated, how it is processed, retention periods and lawful basis for processing, please contact me.

#### **The type of information collected:**

Whether or not you become a client, I, Barbara Leahy, will collect and hold personal data, this may include special category data as set out below:

#### **Personal Data:**

- Name
- Date of Birth
- Relationships (parents, siblings, children)
- Occupation
- Contact Details
- Employment

- Education
- Social life details
- Nominated emergency contact details
- GP contact details

**Special Category Data:**

- Physical and mental health details
- Counselling/therapy history
- Medical conditions
- Prescribed medication
- Emotional and psychological issues
- Any disability or communication difficulty
- Counselling notes
- Sexual history and/or orientation
- Racial or ethnic origin
- Religious beliefs

**How I get the information and why I have it:**

Most of the data collated is during initial contact, assessment and contracting stages and provided by you. Alternatively, another professional or a parent/carer may send me your details when making a referral or enquiry on your behalf. Further information provided will be during your counselling session(s). Information collated may be via telephone, email, post, face-to-face or via a third party. I, Barbara Leahy, collect and hold data for the purpose of assessment, counselling and to receive clinical supervision. Your records assist me in providing you with a better service.

**Storage of Information:**

I, Barbara Leahy, will take steps reasonably necessary to ensure your data is treated securely and in accordance with this privacy notice. Your data is kept securely within my office in a locked filing cabinet. Only I, Barbara Leahy has the key to access the cabinet.

Data collated are the property of Barbara Leahy and not the client. This data is not shared with anyone unless an exception in the 'Confidentiality and Contract' form applies. Where I am required to share information, I will always try to speak to you first, unless there are safeguarding issues that prevent this.

I retain your data only for as long as such information is needed and useful for the purpose for which it is collected. I store information for varying durations, depending on the type of information, but only if, I continue to have a valid reason. This includes allowing me to have enough information to respond to future issues, to uphold agreements between you and Barbara Leahy Counselling and Psychotherapy, and to

be compliant with applicable law. If you would like a copy of my data retention map, please email me.

Unfortunately, the transmission of information via the internet cannot be completely secure. I have in place security measures to protect your personal data, but I cannot guarantee the security of your data transmitted to me, particularly by email; any transmission is at your own risk. Once I have received your information, I will use my own policies and procedures as far as is reasonably possible to prevent unauthorised access.

If you decide not to proceed, I will ensure all your data is deleted after one calendar month.

For security reasons I do not retain text messages or emails for more than one month. If there is relevant information contained in a text message, I will record this in my notes.

Once counselling has ended, your records will be kept for 6 years from the end of our contract with each other and are then securely destroyed.

### **Changes to this Privacy Notice:**

I will inform you of any changes made to this privacy notice.

### **Your data protection rights:**

Under data protection law, you have rights including:

- Right of access – You have the right to ask for copies of your personal information.
- Right to rectification – You have the right to ask to rectify personal information you think is inaccurate or to ask me to complete information you think is incomplete.
- Right to erasure – You have the right to ask me to erase your personal information in certain circumstances.
- Right to restriction of processing – You have the right to ask me to restrict the processing of your personal information in certain circumstances.
- Right to object to processing – You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability – You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights, if you make a request, I have one month to respond to you. Please contact me in writing if you wish to make a request. You can read more about your rights at <https://www.ico.org.uk>.

**Complaints:**

When people make complaints against my service, I hold data relating to the complaint, details of the complaint and witnesses or interested parties. I may share information with any external bodies who have a legal interest. All data relating to this process is kept electronically.

If you have any questions or concerns, you can contact:

**Barbara Leahy Counselling and Psychotherapy**

Data Controller: Barbara Leahy

Service Manager: Barbara Leahy

E-mail: [leahybarbara59@gmail.com](mailto:leahybarbara59@gmail.com).

You can also complain to the ICO (Information Commissioner's Office) if you are unhappy with how I have used your data.

**The I.C.O.**

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1112

ICO website: <https://www.ico.org.uk>.