

**Personal Details:**

<b>Title</b>	
<b>First name</b>	
<b>Last name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Telephone number/s</b>	
<b>Emergency phone number &amp; name</b>	
<b>Skype address</b> ( <i>if sessions by Skype required</i> )	
<b>GP name and address</b>	

# Privacy Policy

This policy sets out how I use your personal data when you interact with me for services of psychotherapy, counselling and parenting advice. As a member of UKCP and BACP I abide by their standards and ethical requirements, which include the strict guidance on the requirements of confidentiality.

## What personal data I hold about you and why

### IDENTITY DATA

- Title, First Name, Last Name;

### CONTACT DATA

- Home address, email addresses, telephone numbers, Skype address;
- GP details for counselling and psychotherapy clients, where relevant;
- Telephone, email and Skype details are held on my personal password protected computer and smartphone.

### I USE YOUR PERSONAL DATA FOR THE PURPOSE OF CONTACTING YOU:

- To arrange/rearrange any session;
- To submit an invoice;
- To provide any information that I might have agreed to supply you with;
- To provide any updated information regarding my services.

### DISCLOSURE

I do not share any of your details with any other party. The only exception to this is under the terms of my clinical will, which I am ethically required to have in place, for the care and protection of my clients in the event of my sudden death or incapacity. Under those circumstances only, the executors of my will can access the contact data I hold, in order to inform all of my clients, and to ensure that all records pertaining to my practice are subsequently destroyed. My executor will not read any clinical records.

My own supervisor does not have access to any identifying information relating to you, except a first name.