**GDPR STATEMENT**

**THIS STATEMENT IS WITHIN YOUR RIGHTS UNDER THE DATA PROTECTION REGULATIONS 2018.**

* Diane Bellis, as the sole proprietor of Inner Freedom Counselling, is responsible for the processing of your personal information and is registered with the Information Commissioner’s Office (ICO).
* The personal data you have provided, and I have collected from you include:
* Name, Address and Date of Birth.
* Telephone Number and Email Address.
* Emergency Contact Details, including person of trust and G.P.
* Relevant Health Details.
* The personal information I hold about you is that which I collect directly from you, including:
* When you enquire about an appointment.
* When you book appointments for the duration of therapy.
* When you contact me to discuss any concerns about your therapy.
* The purpose for storing your personal information is as follows:
* I keep brief notes to facilitate the counselling process, these are kept in password protected file with an identification code, no name is used on any notes.
* The necessary administration relating to counselling, for example our contractual obligations.
* Responding to your initial enquiry and arrangement of future sessions.
* I may, where necessary pass any information to relevant authorities/third parties where I believe your wellbeing is at risk.
* Your personal data will be kept for 5 years after the termination of therapy, then be destroyed.
* In the case of being under 18 years of age, records are kept for 5 years after the child turns 18.
* You have the right to obtain access to and receive copies of the personal data I hold about you.
* You have the right to request that your data be erased, however there are exceptions to this.
* You have the right to request that I change or correct personal data I hold if it is incorrect.
* In the case of counselling records, insurance companies and ethical bodies can ask for records to be available for the period as outlined above.

By signing this statement, you are agreeing to the above data protection terms.

Signed: ……………………………………………………………………………………………………………. Date: …………………………….