Privacy Policy

**As a sole trader, I am the Data Controller for Tonbridge Psychotherapy and am registered accordingly with the ICO. I may only collect and store personal information under the following circumstances:**

* Fulfilling my psychotherapy or counselling business contract with you
* Ensuring I am providing an ethical service that complies with my membership organisations’ codes (UKCP, UKATA, ITAA) of practice and those of my insurance provider (Holistic Insurance ltd)
* Compliance with relevant legislation or instruction from a court of law
* Maintaining both parties’ safety and that or a third party and ensuring no harm
* Enabling the payment of fees for my service and the invoicing of monies owed

**The personal information that I collect, store and utilise consists of the following:**

* General contact information including that of an emergency contact
* Socio-demographic data pertaining to our work together
* Records of our correspondence including payment history
* Our working contract with one another
* Case notes (which are anonymised)

**Storage of notes and information:**

* Paper notes are stored in a locked filing cabinet in a secure location and are not transported
* Digital information is stored securely and backed up by an online provider
* My bank may store your payment and account information if you pay by transfer

**Your personal information will/may only be shared with the following:**

* Your emergency contact if such a situation should arise
* Statutory bodies if required to do so by law
* My membership organisations and insurer should you file a complaint/claim against me
* My professional executor in the event of my incapacity or death
* Anonymous information pertaining to our work rogether will/may be shared with:
* My supervisor
* Fellow practitioners during supervision
* Professional examiners (but only with your express, written consent)

**All information is stored for TWO years after our final session together and then will be destroyed sensitively and according to the ICO laws**

**I will never use your data for marketing or research purposes unless expressly consented to by yourself**

**Under GDPR legislation, you have the following rights regarding your privacy:**

* To access your personal information
* To withdraw your consent for any non-essential processing of personal data
* To instruct me to change any incorrect information in your personal data