

PRIVACY STATEMENT & DATA PROTECTION FORM

Jana Haragalova Therapy

PRIVACY STATEMENT AND DATA PROTECTION

I am registered with the Information Commissioner's Office and I abide by the General Data Protection Regulation. This means that I need to tell you what personal data we collect from you and how I process them securely.

Under this data protection regulation, you can request a copy of the personal data I hold for you, have the data amended in case of any inaccuracies. You can also withdraw your consent to me using your personal data or request for your personal information to be erased. I will respond to your written requests within 30 days.

WHAT PERSONAL DATA DO I KEEP AND WHY?

- Your name, date of birth and gender identity – this is a basic information to identify you and to get to know you.
- Postal address, email address and phone number – I use this to contact you regarding our sessions and to process the payment for our sessions.
- GP details and an emergency contact – If I was worried that you were at risk of harm then I may need to contact your doctor. In case of emergency I will also contact your emergency contact (e.g. an accident on your way to the session).
- In addition I also collect information relevant to our therapeutic work together such as details of any medication or medical conditions, psychiatric history, presenting issues or any disclosed Social Services documents (CIN plan for example).

SHARING YOUR PERSONAL DATA

I will not share any of your personal data with any third parties unless in the following circumstances:

- I discuss our work with a clinical supervisor. This is standard practice and helps me to work as well as I can with you. The supervisor is bound by the same code of ethics, confidentiality and data protection.
- If I believe that you are at risk of harming yourself or others, I reserve the right to break confidentiality and contact your GP in order to prevent harm. However, I will only do this in extreme circumstances and will always try to discuss this with you first if possible.
- If required by a court of law to give evidence (e.g. in criminal proceedings) I would have to do so. You will be able to review the notes in this case before they are shared with anyone.
- In the unfortunate event I am no longer able to work with you or to contact you (e.g. due to ill health) I have appointed a Therapeutic Executor who will contact you on behalf of me. For this purpose, they will have access to your contact details.

STORING YOUR PERSONAL DATA

- All paper documents are stored in a locked filing cabinet and are identified by a code , not your name.
- All electronic documents, your contact details-name, email address, telephone number, sessions notes are kept in a password protected laptop and smartphone.

ERASING YOUR INFORMATION

- When we have finished working together, I will erase electronic copies of your information and correspondence within 3 months. I will hold onto your written / electronic notes for seven years post therapy which is the time recommended by my insurance company. This is to enable any insurance claims to be processed and so we have a reference of your work in situations such as you returning to therapy. After this time, I will shred the written information and delete any files held on the computer.

In the event you are unhappy with the way I use your data you can make a complaint to the Information Commissioner's Office at www.ico.org.uk or tel.: 03031231113

CONSENT: Do you consent to me using your data as outlined above? (please write yes or no).....

Signature:.....

Date:.....