

Allward Counselling Care (FdSc, BSc)

Member of the British Association of Counselling & Psychotherapy (BACP)

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PRIVACY NOTICE

In line with European General Data Protection Regulations and as a professional registered with the Information Commissioner’s Office, I am obliged to share the following information regarding how I keep your data.

What information do I hold?

As a counsellor in private practice I collect the following information: client name, address, phone number, email address, date of birth and GP details.

What I do with your information?

The information you give me when we contract to work together is stored securely as a paper record. Names, email addresses and phone numbers of current clients are stored securely on my computer, and anonymised phone numbers of current clients are stored on my telephone. Paper records are padlocked and computer and phone records are password-protected. Your information-including email addresses on my computer and numbers on my phone-is destroyed three years after our work together has come to an end.

Names and phone numbers of my current clients are shared with my executor in line with good practice in the profession. This person would contact you in the event of my death or being unable to work and unable to contact you myself. These details are destroyed at the end of each month.

I will use your phone number, email or address to contact you if you make contact with me. I will never share your data with a third party unless you ask me to, or unless obliged by a court of law. In this unlikely event I would always inform you first.

Counsellor: Liz Allward.....Date.....

Client..... Date.....