

## Brief Client privacy policy

Sign & Return to: Indigo May Counselling, 9 Dibdin View, Bridport, Dorset, DT6 5FA, UK

Indigo May Roe is registered with the Information Commissioner's Office (ICO).

Data I collect: \*Name Mobile number \*Address \*Skype handle (if necessary)

\*Assessment information \*Closing assessment information

\*Brief notes on each session attended including when you miss appointments

\*Billing/accounting information \*GP information (if you wish)

How it can be accessed, edited, ported or deleted by the client - Your data can be accessed, edited, ported to another therapist or deleted, upon written request. You can put a request on this webpage: <https://www.indigomaycounselling.co.uk/contact>

How/when your information is collected - When you enquire then your name, number etc. is kept on One Drive. Emails will be stored on Gmail.com's secure server and Wix.com may hold some of your information if you accessed my website. If you contacted me via a third party, they may also hold some information.

When you become a client, your name and number (not identified as a client) will be on my mobile, which is only accessed via a secure password/fingerprint.

As a client, our brief session notes and my process notes (about my process, with your details anonymised) are kept on paper, in a locked case. Any Emails will be stored on Gmail.com's secure server and Wix.com may hold some of your information if you accessed my website. All other information plus your name number and the anonymised codeword used for you is kept on the OneDrive encrypted/password protected cloud storage system.

Gmail is used to email you. I recommend you find out about Google's Data Handling Policy, along with that of my website provider, Wix.com and any 3<sup>rd</sup> party who introduced us.

How/when will your information be used - Your information will be used to contact you, to bill/invoice you and it may be discussed verbally and confidentially and as anonymously as possible with my supervisor, Mr Stuart Rose. Supervision can involve recordings which are locked away and disposed of ASAP. This kind of Supervision is Standard practice in Counselling and Psychotherapy.

If a court requests a report, if a minor or vulnerable adult is in danger, or you are engaged in terrorism, I am legally obliged to pass on this information to the authorities. If you are in immediate and extreme danger, I reserve the right to contact your GP or the police about the situation.

The only other time your information will be passed on will be if I sell Indigo May Counselling or it may be used by a trusted colleague to inform you of my death or injury. If I die this trusted colleague will destroy/delete everything. All information is deleted/destroyed 5 years after the final contact.

How to contact me over data concerns - If you have any concerns, you can call me on 0787 668 2116, or send me a message using this webpage <https://www.indigomaycounselling.co.uk/contact>

Full Data Policy - This document only contains the highlights of the data handling policy in relation specifically to clients. The full Data Handling policy can be accessed here [https://www.indigomaycounselling.co.uk/data\\_handling](https://www.indigomaycounselling.co.uk/data_handling).

Future Changes - You will be informed of any changes to this policy in the future.

Signed.....

Print name..... Date.....