

# Data Protection Statement

## privacy policy

### PRINCIPLES OF MY POLICY

I Rosanagh Bennett respect the confidentiality and the sensitivity of the information that you may give me.

I do not sell, rent or trade information about you to other companies.

### Secure:

In accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) I follow strict security procedures in the storage and disclosure of information that you have given me to prevent unauthorised access.

I won't collect information unless it is used to deliver a better service or to give you useful, relevant information.

### PERSONAL DATA THAT I COLLECT FROM YOU

I Rosanagh receive information about you directly from you. This is usually your contact details you provide via a form attending a therapy session -registering for an event,

If you wish to remove your consent for such use, I will do so within one month of you contacting me.

When attending a therapy session, I am legally required to retain the written personal details you supply for a certain amount of time. Your personal client notes will never be shared with anybody else except in a life threatening situation.

### SECURELY USING YOUR DATA

I Rosanagh will store information held about you in the following ways:

To provide you with information that you request from me or which I feel may legitimately interest you, where you have consented to be contacted for such purposes. You can choose to opt-out of contact at any time.

I am committed to protecting all information that you share;

As Direct Full Clinical Member of UKCP I follow the ethical guidelines of UKCP.

As a private client, I keep your name, GP, medication and contact details; also keeps brief notes of sessions (not linked to identifying details) and copies of any reports you may ask me to write. These are kept in line with professional standards (see below).

I hold this information in order to provide a professional Psychotherapy / Supervision service and to notify you about changes to my service or relevant opportunities.

Information about you will be kept secure and it will not be supplied to anyone else, unless I am obliged or permitted by law to disclose it. I will not trade any personal information supplied by you to any third party.

### DATA RETENTION

Information that I Rosanagh collect and process shall not be kept for longer than is necessary.

However, I will retain information: to the extent that is required to do so by law; identifiable information is stored securely in a locked filing cabinet or on a computer which is password protected. Contact numbers on my phone are not identifiable to you and are protected by a PIN.

Contact details and records for private clients are kept securely for 7 years from the end of our sessions together, in line with the requirements of my insurance company and professional bodies. After 7 years they are destroyed by shredding or deletion.

When information is no longer required I will securely delete or destroy such information.

Executors: In the event of her serious incapacity or death, my appointed professional executors will access your details to contact you to advise you of events, and consider options for future supports if you require them. These executors are psychotherapists and are bound by professional confidentiality.

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