

GDPR information for Gail Adeniyi Counselling

This statement details how I collect, store and process your personal data.

What information do I collect?

Name
Address
Contact number(s)
Email
Date of birth
Emergency contact name and number
GP details/medical conditions

What do I use this information for?

This information is requested to allow me to contact you to arrange sessions whilst you are in counselling and also for use in the case of an emergency whilst you are in counselling.

Do I share/store your personal data?

I only use your data in relation to the delivery of my services, and do not use it for marketing purposes or sell to third parties. There are very specific limited counselling reasons why I may need to share/process your data.

Legitimate interest

1. It may become necessary during our work together for me to break confidentiality for safeguarding reasons, serious harm to self or others, acts of terrorism or drug trafficking/money laundering. The personal data shared will be adequate and proportionate e.g. the minimum required. Your information may be shared with health professionals & emergency services as appropriate.
2. Clinical Will - In the event of my death or becoming incapacitated, my clinical supervisor will obtain from my secure storage, contact details of all my current clients. This is to enable my supervisor to make contact regarding my situation and to discuss counselling options going forward to maintain your safety. My clinical supervisor follows the same confidentiality system as I do.

Legal obligation

1. I may be required to share information in your notes if I am issued with a Court Order.
2. I keep anonymous notes from our sessions in line with the requirements of my professional insurance and the limitation act.
3. I am required to keep financial records for the purpose of tax returns for 7 years.

How long do I keep your information? (Data retention schedule)

1. If you choose not to continue with counselling after your first session, your information will be disposed of 2 weeks after as confidential waste.
2. If you choose to continue with counselling, I keep client notes that are anonymous and separate from your name/email address for 7 years after your last session in line with the requirements of my professional indemnity insurance.

All information is stored as confidential data in locked storage, password protected document or encrypted memory stick and destroyed at the end of the data retention period as confidential waste. If you have any concerns about how I have used your data you can discuss it with me in the first instance if you feel able to.

I believe that confidentiality is at the heart of the therapeutic relationship and it is what makes the relationship completely unique and unlike any other dynamic and therefore the recording of sessions is not permitted.

If you chose to record sessions without discussing it with me, it would represent a breach of the therapeutic relationship.

This privacy statement is kept under regular review. January 2023 v3