

data protection policy

The law and professional standards of my profession require that there are written records of psychotherapy, and also that I maintain your privacy.

This document sets out how I safely store and handle information about clients.

Registration with the ICO

For data protection requirements, I am registered with the Information Commissioner's Office (ZA485174).

Holding client information

I hold three sorts of information about clients:

- 1) contact details of the client and their GP, plus a signed client contract, held in a locked filing cabinet in paper format. I hold this information so that, in the event of my sudden illness or death, a colleague can inform clients.
- 2) short notes on the contents of each session, held on a password-protected computer. Clients are identified here only by their initials. This is so that we have a record of important points covered during our work or in case any issues arise after we have finished.
- 3) payment records, held in a spreadsheet on a password-protected computer. Clients are identified only by their initials. I use this information to fill in my tax return.

I do not reveal any details of our work, other than to my supervisor, unless I am required to do so by a court of law. (See client contract for more detail.)

How long I retain records

I hold contact details and session notes for four years from the date of our final session. They are securely destroyed at the end of the financial year in which that fourth anniversary falls. I retain payment information for seven financial years, in accordance with tax law, after which time the spreadsheet is deleted.

Supervision

I discuss my work with a qualified supervisor. This is a normal part of ethical psychotherapy practice. My supervisor is bound by the same ethics of confidentiality as I am. My supervisor is not given any information about clients' contact details and clients are referred to only by their first names.