**Rosie Winterton**

Lavender Cottage, Coker Marsh, East Coker, Yeovil BA22 9JZ

**Data Privacy Policy**

May 2018

To comply with the new general data protection regulations, coming in on May 25th this year I have reviewed my privacy policy and need to make you aware of how any personal information that I ask you for is taken care of.

**Your Personal Information**

My commitment to you: **I never sell or pass on personal information to a third party for advertisement or gain.**

I hold a paper record in my diary of your **first** name & phone number.

I will keep a confidential file with your **first name** only on the front. Contents of this file will include biographical information and personal details gathered as part of my initial assessment and I will also record dates of sessions and sometimes a brief description of content/issues raised, agreements made re fees, session frequency etc. All this information is kept in a lockable filing cabinet.

We have a legal obligation to confidentially and securely keep this information for 7 years for insurance purposes after which it will be destroyed either by shredding or burning. (Unless you are still a current client.) **There are certain limits to confidentiality** – which relate to whether you or someone close to you is at risk from harm – or whether you are involved in money laundering or terrorism. Please ask me about this if you need to know more.

**Emails:** will delete all emails received from you after printing.

Your **email address** will be held on your file until you stop working with me. I use email to arrange appointments, send invoices etc. On occasion I may write to you at the address you have provided.

I have a **therapeutic executor** who would be responsible for informing you if anything happened to me which prevented me from continuing to work. I have a system which allows them access to current clients contact info in this unlikely situation. They are also bound by a confidentiality agreement.

I work under my own name and am registered with the **Information Commissioners Office** and follow their guidelines.

**You can find further information on your data rights here:** https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/

**I have read and agree that my personal information can be used as described above**

Signature …………………………………………………………………………………… Date……………………………………

Name ………….………………………………………