



Julie Weir Counselling

## **Privacy and Data Protection Security Statement**

This Statement outlines Julie Weir's process for collecting, storing and processing of personal data. Personal data means data relating to a living individual who can be identified from the data or from other information from the data, in order to comply with the Data Protection Act 2018. This statement covers information on the principles of the Data Protection Act and ensures that information is:

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Kept for no long than necessary
- Kept safe and secure
- Not transferred outside the European Economic area (EEA) without adequate protection

### **Contact details for the person responsible for taking the lead on compliance:**

Julie Weir is responsible for personal data, information on procedures dealing with both internal and external access requests and how the information is used.

Contact Julie: [www.julieweircounselling.co.uk](http://www.julieweircounselling.co.uk)

### **What is meant by informational privacy:**

The ability of a person to control, edit, manage and delete information about themselves and to decide how and to what extent such information is communicated to others. Intrusion can come in the form of collection of excessive personal information, disclosure of personal information without consent and misuse of such information. It can include the collection of information through the surveillance or monitoring of how people act in public on private spaces and through the monitoring of communications whether by post, phone or online and extends to monitoring the records of sender and recipients as well as the content of messages.

### **Why I need the information I hold about an individual:**

I need to request and store your details in order to administer and deliver the service you have requested, and to comply with any legal or professional body responsibilities that ensue in the delivering of that service.



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### **What I am going to use it for:**

To make contact with you, to record the relevant personal contact details you give consent for me to hold, and to record minimal session notes. Information may be used to send invoices where appropriate.

### **Where this information is stored:**

I store your contact details and agreed contract in a lockable file. I also hold hand written notes of each session, coded anonymously, in a separate lockable file. I store your first name in my mobile telephone and will remove this contact at the end of the therapy sessions. Your first name only is written in my dairy for our appointments.

### **When and how I delete the information I hold about you:**

On request, or six years after our last contact, I delete by electronic means and destroy paper records by shredding. For clients who are under the age of eighteen, notes are kept until your 25th birthday or six years after our last contact, whichever is the later date.

### **When I pass on personal information:**

I will only share personal information as follows:

- If during my contact time with you I become aware that there is a safeguarding risk to either you or another person, I will contact the college/professional body/emergency services/where appropriate.
- My supervisor will be handed all my counselling related paperwork should I become indisposed, and will destroy these notes accordingly.
- When you request me to do so.
- Where I need to comply with a legal requirement to do so (a court order for example).
- You can request a copy of your records at any time, and have the right to have these deleted, please see the guidance on <https://ico.org.uk/for-the-public/personal-information/>