



the empathic therapist

COUNSELLING AND ALTERNATIVE
THERAPIES

www.theempathictherapist.co.uk

GDPR Policy

Table of contents

Privacy notice	2
What will I do with the information you provide me?	2
Information I collect and why I collect them	2
Where and how do I store the information collected?	3
How long do I store data for and exceptions?	3
Your rights	4
Concerns	4

Privacy Notice

I, Lynn Guthrie, am registered with the Information Commissioner's Office (ICO), and I am the data controller for The Empathic Therapist Ltd. My privacy notice is concerning the General Data Protection Regulations (GDPR).

What Will I Do With the Information You Provide Me?

All of the information you provide me will only be used to provide a service to you or fulfil legal or regulatory requirements if necessary. I only collect personal information that I need to fulfil my stated purposes and will not retain it for longer than necessary.

I will not share any information you provide me with any third parties for marketing purposes. The information you provide will be held securely by me in electronic format.

Information I Collect and Why I Collect It

<i>Process notes (date of session, location)</i>	Professional procedure to document the work we do together and professional requirements
<i>Paperwork related to financial transactions</i>	Legal requirement
<i>Email and/or phone number</i>	For communication in between sessions
<i>Date of birth, home address, emergency contact details, GP contact details</i>	If something happens while we are online, I need to be able to inform the emergency services
<i>Financial transactions</i>	Legal requirement

Where and How Do I Store the Information Collected?

All paperwork is stored in an encrypted folder on my laptop, which I can access only.

All paperwork is anonymised using a unique identification number and initials allocated to you at the end of our first session.

How Long Do I Store Your Data For and Exceptions?

At the end of therapy, I will keep all the information collected for three years unless:

- you request in writing to delete all data or:
- There is a legal ground for me to keep this data for a different time
- You are under 18, and your records will be kept for seven years following the end of therapy together.

Your Rights

You have the right to access your data.

You have the right to have any inaccurate personal information I store about you corrected.

You have the right to limit the use I make of your data.

You have the right for your data to be erased. This does not apply to lawful reasons/legal obligations.

O You have the right for your personal information to be portable (please refer to the ICO website for further details regarding this). Not applicable to lawful reasons/legal obligations.

O You have the right to object to how your data is used (please refer to the ICO website for further information). This does not apply to lawful reasons/legal obligations.

If you want to exercise any or all of these rights, you can do so by emailing lynn@theempathictherapist.co.uk, and I will answer within twenty-eight days.

Concerns

If you have any concerns regarding how I collect your data, you can go to <https://ico.org.uk/concerns/> and follow the information on the website to raise your concerns with ICO.