

Privacy Policy

Secure Storage

Your personal information is stored securely and confidentially. Electronic information such as emails and text messages are stored using password protected software and paper notes are stored in a locked cabinet, coded for protection. The data collected is used to enable effective communication during the therapeutic process. It is used in a safe and ethical manner and in line with EU General Data Protection Regulations (GDPR) May 2018.

It may become necessary to share your data with a third party if I feel you, or someone else close to you, is at risk of significant harm. Unless the risk is imminent, this will be discussed with you before appropriate disclosure. I do have a legal obligation to break confidentiality in compliance with a court order, concerns over child protection, or information or knowledge regarding fraud, drug trafficking, or acts of terrorism.

Brief session notes are held securely and confidentially for five years after the therapeutic process has ended, at which point they will be deleted or destroyed accordingly.

Right to Access

You have the right to ask for a copy of your personal information, and the right to ask me to amend or change any incorrect information about you.

Right to Erasure

You have the right to ask me to erase any information that I hold about you. This includes if your personal information is no longer relevant to original purposes, or if you wish to withdraw consent. In all cases and when considering such requests, these rights are obligatory unless it is information that I have a legal obligation to retain.

Data Portability

As the client, you have the right to receive the personal information which you previously provided, and also have the right to transfer that information to another party. For the purposes of the General Data Protection Regulations (GDPR) May 2018, the data controller is Catherine Topham Sly, Insight & Connection (formerly Hove Counselling & Therapy).

Informed Consent and Agreement

I consent to my personal information being collected, stored and used as described above.

Name (printed):

Signed:

Dated: