



Willow Therapy Privacy Notice

At Willow Therapy we are committed to complying with the terms of the General Data Protection Regulations (GDPR) and to the responsible and secure use of your personal data. Willow Therapy has a legitimate interest in the processing of personal data in order to provide counselling services. The purpose of this statement is to inform you what information we hold, why we collect the data, how long it is kept and your rights over your personal data.

Willow Therapy is registered with the Information Commissioner's Office (ICO) registration number: ZA478106.

- Information about you is collected in order to set up the initial appointment. This will include your contact details, availability and any other relevant information.
- This information will be kept securely in a locked cabinet and/or a password protected PC or phone and in line with the GDPR. Once counselling has finished, information will be held securely for a further seven years and then destroyed.
- Your personal information will be used only to provide you with our services and to give you information relating to our services. We will not share your personal details with any other person or organisation without your knowledge and permission unless there is a legal requirement, if there is a child or adult safeguarding issue or a perceived risk of harm.
- A breach of confidentiality is when a person shares information with another in circumstances where it is reasonable to expect that the information will be kept confidential.
- We will take all reasonable precautions to prevent the loss, misuse or alteration of the information you give us. You have the right to see the information we hold. If you would like to see the information we hold about you, update or delete any records please request via email to becky@willow-therapy.com
- If you have any concerns about the use of your data, please contact the Data Protection Officer directly at Willow Therapy via email at becky@willow-therapy.com. We will do our utmost to resolve any concerns you may have but if they are not resolved to your satisfaction you may wish to contact the ICO.

PERSON ENTERING SESSIONS

I have read, understand and agree to Willow Therapy holding my data.

Print name: _____

Signature: _____

Date: _____

Print name: _____

Counsellor signature: _____

Date: _____



Registered Member **64623**
MBACP



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COPY TO BE KEPT ON FILE

I have read, understand and agree to Willow Therapy holding my data.

Please be aware that Willow Admin will have access to your name and email address.

This will be kept confidential under the GDPR regulations.

If you **do not** agree please tick here { }

PERSON ENTERING SESSIONS

I have read, understand and agree to Willow Therapy holding my data.

Print name: _____

Signature: _____

Date: _____

Print name: _____

Counsellor signature: _____

Date: _____

