**Privacy Policy**

Emma Parish is registered with the Information Commissioner's Register of Data Controllers(ICO) and as such is required to be transparent about how and why personal data is gathered, recorded, stored nad when it is deleted.

**The personal information I record**

During you initial consultation we will ask you to read and sign a counselling contract. I will also ask you to complete forms that hold your personal information including:

Name, address, date of birth, telephone numbers, e-mail address, general health, GP details, next of kin, information relevant to your referral.

Aside from the generic details, this information helps to establish your perception of the situation, how it is affecting you and to discuss what you would like to achieve from attending sessions.

 **How I store your personal information**

All personal information and session notes are stored in a locked filing cabinet and retained for the legal requirement of 7 years, after which time will be shredded.

Your contact details, such as telephone numbers and e-mail addresses may be stored electronically and backed up in the cloud with a UK based company and deleted one month from your last session.

Any e-mails you send will not be electronically retained and wither deleted or printed and placed in your records within one month of sending.

All text messages are deleted within one month of sending.

Your telephone may be stored in a mobile phone and deleted within one month of your last session.

**Confidentiality**

All sessions will be conducted in confidence, the date, time, session number and brief notes will be documented.

Confidentiality, in accordance with the General Data Protection Regulation 2018 (GDPR), will be maintained and applied to all records with the exception of the following:

* When you have given your permission to share information, e.g. statistical data

In cases where we have a duty to share information regarding(but not limited to) the following:

* When compelled to give evidence by the court of law

If it is considered there is a real possibility of harm to yourself or others or in such instances where information is of such gravity that confidentiality cannot be maintained. e.g.:

* Safeguarding for adults(adult protection)
* Safeguarding children(child protection)
* Offences involving children under the age of 18
* In cases of terrorism, fraud or money laundering

**Your Permission**

I will seek your permission to:

Contact you via your preferred method and will only leave a message with your consent.

Share information outside of the above exceptions.

Use anonymous details for continued professional development(case studies or training).

Publish any marketing material such as case studies or testimonials including those using a pseudonym.

**Website**

This privacy policy sets out how Emma Parish uses and protects any information that you provide when you use this website.

By visiting www.emmaparishcognitivebehaviouraltherapist.com website you accept and consent to the terms described in this privacy policy.

I am committed to ensuring that your privacy is protected. Should I ask you to provide certain information by which you can be identified when using this website; you can be assured that it will only be used in accordance with this privacy policy.

**Online contact form**

When you use the online contact form I may collect, use and store the following types of personal data: Name, Telephone number, E-mail address, Information relevant to your referral, Other information you choose to send me.

**What I do with the information you provide via the contact form**

I use this information to understand your needs and provide you with a better service, and in particular for the following reason:

To contact you and assess your needs, answer any questions you may have.

Arrange and send confirmation of your initial session.

**Security**

Transmission of data and information via the website is not a secure or an encrypted transmission method for sending your personal data, unless otherwise indicated on the website. Your attention is therefore drawn to the fact that, any information and personal data maybe intercepted, lost corrupted or accessed by other people.

Upon receipt of your personal data I am committed to ensure that your information is secure. In order to prevent unauthorised access or disclosure, I have in place appropriate physical and electronic procedures to safeguard and secure the information collected online.

**Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

 I may use traffic log cookies to identify which pages are being used. This helps analyse data via Google Analytics about web page traffic and improve the website in order to tailor it to clients needs.

Overall, cookies help us provide you with a better website, by enabling me to monitor which pages you find useful and which you do not. A cookie in no way gives me access to your computer or any information about you, other than the data you choose to share with me.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

**Google Analytics**

Each time you visit a website Google Analytics automatically tracks information such as(but not limited to) your geographical location, IP address, browser type, browser version, operating system, referral source, page views, length of visit, the times and dates you visit the site, navigation paths, whether you are a new visitor or a returning visitor.

When you visit www.emmaparishcognitivebehaviouraltherapist.com the information collected by Google Analytics may be used by me to customise the website according to your interests and help improve products and services.

**Controlling your personal information**

You may choose to restrict the collection of use of your personal information in the following way:

If you have previously agreed to me using your anonymous personal information for continued professional development or marketing purposes, you may change your mind at any time by writing an e-mail at: emma1510@hotmail.co.uk

I will not sell, distribute or lease your personal information to third parties unless I have your permission or is required by law to do so.

You may request details of personal information that I hold about you under the General Data Protection Regulation 2018(GDPR). If you would like a copy of any stored in formation please e-mail: emma1510@hotmail.co.uk

I aim to keep all personal data up to date, if you believe that any information that I am holding about you is incorrect please e-mail as soon as possible at the above address and I will promptly correct any information found to be incorrect.

**Amendments and updates**

I may amend and/or update this privacy policy from time to time without notice to you, in which case, I will publish the amended version and give you an updated version. You confirm that I shall not be liable to you or any third party for any changes made to this privacy policy.

Therapist Signature...............................................................................................Date..................................

Client signature.....................................................................................................Date..................................