

Processing and storage of data
Counselling in your Community – Hazel Hill

Data collected

The personal data I will collect from you (see below) is your name, address, email address, telephone number and date of birth and your Doctor's details.

Process and use of this data

I will process this data to allow me to contact you during our counselling sessions. I will only share this information with the police or your GP if I felt you at risk to yourself, others or children or if you tell me about any terrorism. Additionally, I would share this information if requested by the court or my insurance company. I will never pass your details on to anyone else not mentioned above.

Data storage

I will store your personal contact data in a locked filing cabinet. I will also transfer your data onto my encrypted drive. These will be stored securely using an online password. After 3 months after our last session, I will destroy the paper copy and your details will be expunged from my drive. I will store your client notes under a code. I will store your first name, attendance record and contract for 7 years following the last occasion on which the treatment was given (this is in accordance with my insurance company). In the case of treatment to minors, the records will be kept or at least 7 years after they reach the age of 18. This is in accordance with my insurance company.

Your phone number may be kept on my phone but your name will be coded. I will delete emails, text messages and phone numbers one month after our last session

Clinical Executor

In the unfortunate event I can no longer work with you, I have appointed a clinical executor who will have access to this data to get in touch with you.

Employment Assistance Programme (EAP) and insurance clients

If you come to me via an EAP or insurance company they will give me information on where you work and a reference number. This will identify you to your case and I will use this information when I am sending my invoice to the EAP. This information is in the format of an email and I will delete all emails relating to you when I have been paid by the EAP.

A full copy of my privacy Notice may be found on my website at <http://inyourcommunity.org.uk/privacy-notice/>. Should you wish to receive a hard copy of my Privacy Notice, please telephone 01684 898995 or write to Hazel Hill, 59 Wostenholme Road, Sheffield, S7 1AP

Personal Details	
Name:	
Address:	
Email address:	
Mobile No.	
GP Name and Address:	

Consent

Please sign below if you consent to your above details being processed and stored in this way

Sign: _____ **Date:** _____