



Privacy Policy for Therapy Clients

I am committed to protecting and respecting your privacy. This privacy policy outlines how I collect, use, and safeguard your personal data in accordance with the British Association for Counselling and Psychotherapy (BACP) Ethical Framework and the General Data Protection Regulation (GDPR).

I am the Data Controller for your personal data and you can contact me at 07341556514 or fernetherapy@gmail.com with any questions about how your data is managed.

I may collect the following types of personal data from you:

- Personal Identification Data: Your name, date of birth, contact information (address, phone, email).
- Health Information: Details about your physical and mental health relevant to your therapy.
- Session Notes: Brief notes taken during or after therapy sessions, focusing on the progress and therapeutic interventions.
- Special Category Data: Information that falls under 'special category data' as defined by the GDPR, including racial or ethnic origin, religious beliefs, and health data.

I collect your personal data to:

- Provide you with appropriate therapeutic services.
- Ensure a safe and effective therapeutic relationship.
- Maintain accurate records as required by law and the BACP's ethical framework.
- Communicate with you regarding appointments or updates.

Your personal data will only be used for the purposes mentioned above. I will not share your information with any third parties without your explicit consent, except in the following situations:

- Legal Requirements: If required by law, such as a court order or to protect your life or the life of others.
- Supervision: In accordance with BACP guidelines, your case may be discussed with a clinical supervisor. In these cases, all identifying details will be anonymized.

I take appropriate steps to store your data securely. I keep paper records in locked storage and electronic records in password-protected systems. I will retain your records for 7 years after your final therapy session, as required by law and the BACP's guidelines. After this period, your records will be securely destroyed.

Under the GDPR, you have the following rights regarding your personal data:

- Right to Access: You can request access to the personal data we hold about you.



- Right to Rectification: If any of your personal data is incorrect, you can request it to be corrected.
- Right to Erasure: In certain circumstances, you can request your data to be deleted.
- Right to Restrict Processing: You can request us to stop processing your data in certain circumstances.
- Right to Data Portability: You can request your data in a format that allows you to transfer it to another service.

To exercise any of these rights, please contact me.

I am committed to maintaining confidentiality as outlined in the BACP Ethical Framework. All information discussed in therapy sessions is confidential unless one of the following exceptions applies:

- You or someone else is at risk of significant harm.
- You have given explicit consent to share the information.
- Disclosure is required by law (e.g., safeguarding concerns).

I may update this privacy policy from time to time in line with legal requirements or BACP standards. I will notify you of any significant changes.

If you wish to make a formal complaint about my practice, visit the BACP website and go to the Complaints and Legal issues section and complete a complaint form.

If you have any concerns or questions about how your data is handled, please contact me on 07341556514 or fernetherapy@gmail.com