

# Philippa McGuinness

COUNSELLING & PSYCHOTHERAPY

## • PRIVACY NOTICE •

Contact details: Tel: 086 6076923 Email: info@philippamcguinness.ie

I, Philippa McGuinness am the Controller, Processor and Data Protection Officer of all personal data held in relation to my private practice counselling services. This applies to people who contact or meet with me for the purpose of receiving Counselling and Psychotherapy, these people are referred to as 'Clients'.

For the purpose of my work with clients I hold some or all of the following information;

- Name, postal address, phone number, email address and GP details
- Dates of counselling sessions attended
- Brief case notes outlining a summary of information disclosed by the client
- Emails and text messages used as communication between the client and myself

I use this information to keep in contact when necessary with the client and record salient points which I feel are necessary for me to remember, for the purpose of my work with the client. I keep a record of dates attended for when a client may require a receipt or written confirmation of attendance.

Personal data is not shared with any third party except in the following circumstances:

- Due to mandatory legal requirement (such as Children First regulations)
- Court order
- Significant risk of harm to self or others

Other points:

- Client case details are discussed in supervision but client names are not disclosed
- Client notes are held digitally and are password protected
- My smartphone holds client phone numbers and first names only and is passcode protected
- Diary entries use first name only
- Signed letters of agreement and consent to holding of personal data are filed in a locked room, this paperwork is the only place the surname is recorded. A client number is allocated and this number is used for filing of digital case notes
- Unless otherwise requested by the client, data is held for a period of 7 years in line with professional organisation (IACP and BACP) recommendations.

Clients have the following rights regarding their personal data:

- to know how long their data will be stored, or the criteria for deciding this
- any legitimate interest in the data pursued by the controller or a third party
- access to their personal data
- rectification of personal data
- erasure of personal data
- restriction of processing concerning the data subject
- to object to processing as well as the right to data portability
- to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal
- to request information about the existence of automated decision-making, including profiling.

*Note:* All these rights exist on the proviso that they will not affect the rights and freedoms of others, and that they cannot be exercised in contravention of a court order, or the public interest.

Consent agreement, please sign below to indicate that you have read and understood the privacy terms written in this document. Please note that this agreement can be revoked at any time by communicating this directly to me, Philippa McGuinness, at the contact details provided above.

PRINT NAME:

SIGNATURE:

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DATE:

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