

Privacy notice

Who am I?

In relation to Data Protection, I am the Data Controller(!) Sounds scary right?! But please don't worry, it just means I am the one collecting your Data and setting the rules of how it will be processed. Of course, I am committed to complying with the UK's Data Protection Law and the General Data Protection Regulation (GDPR). These are the laws that outline what I can and can't do with Data, so they're a very positive thing that are there to protect you.

These laws make sure people like me protect your Personal Data and outline the rights you have, so you have nothing to worry about. But if you are I can be contacted at ellie.finch.therapy@protonmail.com. The rest of this document explains how I protect your data and what your rights are.

Why am I processing your data? (the legal basis for processing and legitimate interests)

I am required to process certain data in order to provide you with my service. This includes name, address, DOB, family details, medication and session notes. I ask for your consent to process this information.

- It is really important that what you say and do in your sessions is confidential. This means that I will not be telling anyone about what you say or do in your sessions.
- The only time that I will need to talk to someone else about what you may have said or done in a session is if I am worried about you or someone else coming to some harm. Then I may need to tell people in order to make sure you are safe.
- Very rarely, counsellors are required by the Court of Law to speak in court or give them their notes.
- All counsellors need to receive regular supervision in which we discuss our client work. During my supervision I do not share information that would identify you such as your name and where you live.
- On the rare occasion I may wish to speak to another professional about your circumstances I would try to discuss this with you first. This may include situations where:
 - You are in danger of seriously harming yourself or another.
 - You report current or recent child abuse.
 - I have concerns that a child or children may be at risk of significant harm, i.e. physical, sexual or emotional abuse, neglect or in danger.
 - I am required to do so by a subpoena.
 - You infer involvement in or knowledge of an act of terrorism, money laundering or drugs trafficking.
- In the event of my death or severe illness my supervisor will have access to my client data so that they can contact you to let you know of the circumstances and to support you to find another counsellor if you should wish to.

How long will your data be stored?

Kept in a form which permits identification of Data Subjects for no longer than is necessary for the purposes for which the Personal Data are processed; Personal Data may be stored for longer

periods insofar as the Personal Data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by GDPR in order to safeguard the rights and freedoms of individuals

In accordance with this data retention schedule there may be occasions when data is not destroyed due to ongoing investigation, litigation or enquiry. The data will be deleted upon confirmation that it is no longer required.

On some occasions anonymised personal data will be retained whereby a client has provided a testimonial for use on the organisations website. When data is non-identifiable GDPR law is no longer applicable. [Non-identifiable means that if this data was left on a bus, no one, including the data subject would be able to identify that this data was relating to them.]

Personal information is collated and stored in hardcopy in a locked cabinet.

Any digital document containing personal data will be stored in an encrypted folder on a password protected device.

All emails will contain a privacy statement.

Yours rights

Under the General Data Protection and Retention (2018) legislation, regarding how your personal data is processed, all individuals have;

the right to be informed;

the right of access;

the right to rectification;

the right to erasure;

the right to restrict processing;

the right to data portability;

the right to object; and

the right not to be subject to automated decision-making including profiling.

Automated decision-making tools

Please note that Ellie Finch Counselling Consultancy and Training Ltd does not use automated decision-making tools, including profiling.

If any information held is noted to be incorrect an individual can request a correction be made to their own personal information. If you wish for your data to be provided to another service provider, you may also request this in writing.