

General Data Protection Regulations and Client Information

Talking Therapy & Wellbeing Ltd

Due to new changes beginning in May 2018 regarding data protection regulations it has been recommended that all practitioners both in private and commercial practice inform clients of how their information is stored.

This request has been authorized by the accrediting body, the British Association for Counsellors and Psychotherapists, in accordance with GDPR with regard to all information held, or shared, about a client.

It is the responsibility of each counsellor and psychotherapist to make each client aware of how their information is stored.

Talking Therapy & Wellbeing Ltd takes the confidentiality and data protection of client material very seriously. The following bullet points explain how Talking Therapy & Wellbeing Ltd stores your information.

- 1: Unless received from your EAP provider then all personal information is held in paper format and can be viewed on request.
- 2: All information will be stored so that personal data cannot be attributed to a specific data subject unless additional information is available.
- 3: Only the Director can authorize the access or, processing, (1a) of any personal data, (2a) held by Talking Therapy & Wellbeing Ltd.
- 4: Talking Therapy & Wellbeing Ltd does not use Facebook or social media to communicate with clients.
- 5: Any messages sent via Messenger, or via WhatsApp, is initiated by the client and the client therefore agrees to take responsibility for such communications. As such, all risk is managed by them with privacy settings updated by both parties regularly to reduce the risk of personal privacy being breached.
- 6: Talking Therapy & Wellbeing Ltd and practitioner(s) will ensure that all privacy settings and data secure settings are put in place.

This data protection form will be signed and dated by both the practitioner and the client and kept on file for a minimum of five years. Data subjects have the right to be 'forgotten' at which point Talking Therapy & Wellbeing Ltd will erase **all** information held on them.

Practitioner.....
(for and on behalf of, Talking Therapy & Wellbeing Ltd)

Client.....

Date:

(1a) Processing means any operation which is performed on personal data, such as collection, recording, structuring, storage, retrieval, consultation, dissemination. This definition is not exhaustive.

(2a) Personal data means any information relating to an identifiable natural person through the use of a name, any identification number, location data, photographs or correspondence. This definition is not exhaustive.