

GDPR (General Data Protection Regulation) Privacy Statement and Data Protection

Gabi Buday Counselling & Psychotherapy is a confidential service where client data is treated with stringent confidentiality and care and in accordance with the Data Protection Act (2018) (the UK's implementation of the General Data Protection Regulation (GDPR)).

The data controller for the purposes of this document is **Gabi Buday**, who is registered with the ICO (Information Commissioners Office). Contact details: phone **07917 583697** or email **gb121therapy@protonmail.com**.

Personal Information I collect

Relevant and necessary information is collected and held for the purposes of contacting you and conducting psychotherapy/counselling:

- Personal information held will be name, address, telephone number, email address.
- GP's details and date of birth
- If applicable: occupation, relationships, children, details of psychiatrists or other mental health / relevant medical professionals involved, current medication, medical conditions, previous therapy details, mental health history, life history.
- Sessions summary.

How I will store your Personal Information

- **Smartphone/Tablet:** I will store your contact information, without your name, only your initials and my phone/tablet is fingerprint/password protected.
- **Email/SMS/WhatsApp:** If you are contacting me through any of these methods, your contact details and correspondence will be stored by these programmes by nature of you contacting me. All these Programmes/Apps are requiring access through fingertip/password/PIN protection.
- **Website:** none of your personal information is stored on my website, however if you made contact with me through my Contact Page, my email account will hold details of your contact and content of your correspondence for the purposes of our initial contact.
- **Paper Documents:** will be held in a secure locked away filing cabinet. These are: Contact Sheet, Contract/Agreement, Assessment Record, Brief Session Notes, Referral Letter from Referring Agency if applicable
- **Electronic Documents:** Should a letter to be written to any relevant agency on your behalf, a copy of this will be securely stored on a password protected device, such as laptop for secure access.

How is data used and processed: The data collected is used only for the purpose of managing therapeutic processes and to enable effective communication during the therapeutic process.

Sharing your Personal Information

- **Confidentiality and Safeguarding:** In line with the BACP Ethical Framework it may become necessary to share your data with a third party if I feel you, or someone else close to you, is at risk of significant harm. Unless the risk is imminent, this will be discussed with you before appropriate disclosure. I do have a legal obligation to break confidentiality in compliance with a court order, concerns over child protection and information or knowledge regarding fraud, drug trafficking or acts of terrorism.
- **Supervision:** Also, In line BACP Ethical Framework I discuss my clinical work with my supervisor, who is not made aware of any personal information about clients, work is focused on clinical/process issues and not your personal details.
- **Therapeutic Will:** in the event of my death your name and contact details will be shared with my Therapeutic Executor the form of a Therapeutic Will, so that you can be contacted on the event of my death, should you still be in therapy with me.

How long is data stored for

Your contact details are held securely for up to 7 year after the therapeutic process has ended, at which point they will be deleted or destroyed safely.

You have the following rights:

- Information on how your data is held (i.e. this document).
- Request at any time sight of all data held about you (free of charge for the initial request).
- To rectify any inaccurate or incomplete personal information.
- To withdraw consent to me using your personal information.
- To request your personal information be erased (though I can decline whilst the information is needed for me to practice lawfully & competently).
- To withdraw consent to me using your personal information in line with the above

If wish to remove your agreement to my use of your data at any point please let Gabi Buday know by phone **07917 583697** or email **gb121therapy@protonmail.com**.