**General Data Protection Regulation**

In order for me to comply with the GDPR, I need to seek your written permission to keep personal data on file.

Please read the information below and sign at the bottom to indicate your agreement, thereby giving your permission for me to keep personal information about you.

**Confidentiality**

I will not reveal information about your therapy to anyone.

The only exception to this would be as a result of an emergency situation where:

1. Life or safety is seriously threatened or b) where I am compelled to disclose material by law.

As a Member of the BACP (British Association for Counselling and Psychotherapy) I am bound by the *Ethical Framework for Good Practice in Counselling and Psychotherapy* and subject to the Professional Conduct Procedure therein. Therefore, I receive supervision for my work. All the material that I may discuss with my supervisor is in anonymous form and remains strictly confidential.

**Privacy and your Information**

I keep personal information, such as your name, address, phone numbers, email addresses and brief session notes throughout our work together and for a period of up to seven years after our sessions end. At the end of this period all information is destroyed.

This information is held very securely in electronic or paper form. This information is necessary and is only used to contact you in direct relation to your sessions.

All personal information held remains confidential and is not shared with anyone else, with the emergency exceptions of a) and b) as stated above.

I reserve the right to use any contact information held to recover any fees owing should payment not be made.