

Cloud 9 for life GDPR Data Privacy Compliance.

Privacy Statement and Data Protection.

What data do I take & Keep and why I need it?

Name and age: This is basic information that I take at referral stage that helps me get to know you.

Address, email, contact numbers: This is to enable me to contact you regarding your sessions.

Medical complaints, prescribed medication and known allergies: This is to ensure your wellbeing at all times and makes me aware of pre-existing conditions that may occur during sessions. In addition, it allows us to discuss best action should anything arise.

Doctors details: If I was worried that you were at risk I may need to contact your doctor. If I could, I would tell you this prior to contacting your doctor.

Brief description of making referral: This allows us the opportunity to ensure making the referral with myself is the right decision for us both.

Procedure of data collection and its storage.

- I receive information via text messages and email. I do not have encrypted email or text facilities but they are password protected. On agreeing and signing the contract your referral form, along with any printed emails are attached with your signed contract and filed in a locked cabinet.
- After this, I create a client file with a unique and unidentifiable code in which I store session notes. This file is also stored in a locked cabinet.
- I have clients contact numbers held on a mobile phone that is password protected.
- I am bound by my business insurance to keep files along with referrals for 8years after therapy ceases. However, should you resume sessions within this timescale your records will be updated and continued. Again, on leaving therapy, all data will be held safely for 8years.

Sharing of data.

- It is unlikely that I will share your data.
- I will not sell it or use it for unethical reasons.
- I may have to share it if my notes are subpoenaed by court or if you or anyone you tell me about, is at harm, or risk of harm, I may have to pass this information on to your GP, police or relevant services.
- You do have the right to request to see, have amended or have destroyed any data I may keep about.

Other information relevant to client referral and enquiry.

The GDPR explicitly states that children's personal data merits specific protection.

Therefore, and in line with this, I will need children aged 13 or over to provide consent along with their parent/guardian or person with PR.

It is also stipulated that I must endeavour to protect children under the age of 13 by using plain and clear language so that they can understand. In addition to this, their parent/guardian or person with PR will be present to ensure this is facilitated and sign on behalf of their child.

I have read and understand all information noted and agree to Cloud 9 for life, Jayne Roberts, to take and store my personal information for the purpose of engaging in counselling therapy.

Clients Name: _____

Clients Signature: _____

Date: _____

Clients Name: _____

Clients Signature: _____

Date: _____

-or-

*Children under 13 years of age:

Name of the person(s) with parental responsibility (PR)?

Relationship to the child:

Parent Guardian Person with PR

Parent/Guardian or Person with PR for all children regardless of age.

Name: _____

Signed: _____

Date: _____

Children aged 13 years and over:

Name: _____

Signed: _____

Date: _____

Signed by Jayne Roberts – _____

Cloud 9 for life Counselling Practitioner.



Date:

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