

# Freya Lampard

HUMANISTIC & INTEGRATIVE PSYCHOTHERAPY

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## Data Protection Policy

### Privacy Notice

In line with European General Data Protection Regulations, I am obliged to share the following information with you regarding how your data is protected.

### What Information Do I Hold?

As a Psychotherapist in private practice I collect the following:

Client's name, address, phone number, email address, date of birth and GP details.

### What Do I Do With Your Information?

The information that you give me when we contract to work together is stored securely as a paper record. Only initials are used on paper records, addresses and email address are kept separately from notes and phone numbers are anonymised. No information about you is stored on my computer or phone. These details are destroyed when clients leave and the work is ended.

In the event of ill health or death whereby I am unable to contact you myself, names and phone numbers of current clients may be accessed by my executor (named in my professional will, usually a current supervisor) who would need this information in order to contact you.

I confirm that I am happy for you to store these details.

I confirm that I am happy to be contacted by you either by phone, text or email.

Name (please print) .....

Signed .....

Date .....

I will use your phone number or email address to contact you regarding appointments and to reply to you if you make contact with me. I receive emails to my phone and PC, both of which are password and /or fingerprint secured, however as a general rule I always advise clients to keep contact to within the therapy room as much as possible.

In line with good practice I discuss my work with my professional Supervisors, and as required by my professional insurance providers I keep brief notes of our sessions. This is to ensure that I am working in the best possible way with you. In both cases, your identity is protected and notes are stored securely in a locked cabinet.

If you pay me by bank transfer, your name may appear on my bank statements. If you prefer, we can agree a different way of labelling your payments.

I will not share your data with a third party unless you ask me to do so, or unless obliged to by a court of law, or your doctor if you were at risk of harming yourself or another. In these unlikely events I would always attempt to inform you first.