

## **Nishah Dennison: Counselling & Psychotherapy Data Retention Statement**

This Privacy Policy & Data Retention Statement explains how I, Nishah Dennison, use and protect any information that you give to me when you use my Counselling and Psychotherapy Services. This policy is effective from 25th May 2018. I am committed to ensuring that your privacy is protected. Should I ask you to provide certain information by which you can be identified when using my services, then you can be assured that it will only be used in accordance with this privacy statement.

### **Phone Number and Social Media**

I use certain details to provide a Therapy service, including your phone number on my Smartphone for contact, concerning appointments. I will not contact you for any other purpose. I will delete your phone number at the end of our work. Please note I will not contact or engage in contact with you through any social media.

### **Email Details**

I delete emails on a monthly basis. If there has been other material exchanged by email, we will decide together what to do with this.

### **Client Agreement, Record/Notes**

Please see separate document used in our initial meeting. You have the right to ask to see the information I hold about you, please ask me and you can view it in a session. You can ask me to change any information that I hold about you that is incorrect. You have the right to ask me to delete any information that I hold about you, except that which I have a legal or professional obligation to keep, for example for tax purposes for my practice. I may change this policy from time to time, so you may wish to check my website, which is regularly updated, to ensure that you continue to be comfortable with the measures that I am taking to protect your privacy: this policy and any updates will be available on the counselling and psychotherapy page from 25<sup>th</sup> May. Please contact me directly by email if you have any queries. By continuing to use my website, you will be agreeing to the use of cookies, if you do not agree with the use of cookies, please feel free to request updates from me directly. Any changes I make to my Privacy Data Retention will be posted on my website and, where appropriate, notified to you by email. Please check back frequently to see any changes to my Privacy policy. If you wish to complain about how I handle your data, in the first instance, please contact me, Nishah Dennison as Data Controller and Data Processor. If your complaint is not resolved to your satisfaction you can contact the Information Commissioners Office <https://ico.org.uk/concerns/handling/> or 0303 123 113.

**Nishah Dennison – April 2018**