



Affordable Therapy Concepts

Privacy Statement and Data Protection

ATC is registered with the ICO (Information Commissioners Office) which means we need to tell you what data we are collecting from you and what we intend to do with it. All the Counsellors working through ATC are all individually registered with the ICO and are responsible for keeping your records in accordance with policies and procedures shown below.

- **What data do ATC keep and why do we keep it?**

Name and age – this is basic information that helps us to get to know you.

Address, email address, contact telephone numbers – we use these as a way of contacting you regarding your sessions. We will aim to contact you via text, telephone or email during our counselling process together.

Doctors details – If we are worried that your health is at risk we may need to contact your doctor to seek support for you. We will discuss this with you in the first instance and ask you to seek the support we are suggesting, if however you refuse to do this and we deem you are too unwell to make appropriate decisions to preserve your health we will contact them on your behalf in accordance with our safeguarding responsibilities.

- **Will ATC share your data and if they do who will they share it with and for what purpose?**

ATC may have to share information if you or anyone you tell us about is at risk of harm because we have safeguarding responsibilities to pass on this information to your GP or other professional services such as the police to prevent harm. We may also need to pass information on if our notes are subpoenaed by court.

ATC staff members anonymise their client notes so you are unidentifiable to outside sources.

ATC staff members all attend clinical supervision where if they are feeling stuck within the therapeutic relationship they choose to discuss their case work. Counsellors attend clinical supervision because it is an ethical requirement of our Professional Bodies; the meetings are held in confidential settings where your anonymity is protected.

You have the right to be informed in any decisions being made, to access information, ask for rectification, erasure or make objections anytime within your therapy process or afterwards. ATC staff members will openly discuss this with you and work towards finding an ethical solution together if any issues arise.

The Detached Conversion, 76a Ample House, South Park, Lincoln. LN5 8ES

Telephone: 01522 535555

Email: atconcepts@outlook.com

Website: www.affordabletherapyconcepts.co.uk © 2017

Affordable Therapy Concepts Ltd Company No. 05587696. Director: Linda O'Hern, Company Secretary:
Camamile Associates Limited, c/o Wright Vigar Accountants Registered Office: 15 Newland, Lincoln LN1 1XG

ATC will keep a list of active clients so if your therapist is no longer able to support you due to ill health and is unavailable to contact you, a member of our team can get in touch to ensure you are supported during this phase of transition.

- **How will ATC store your data?**

The data on this paper and any other paper work collected from you will be stored in a locked filing cabinet. Your contact number may be stored on our mobile telephones with your client code and this will be password protected. Brief notes are completed after your sessions and are stored safely in a locked filing cabinet or on a password protected document which are kept safe on a mobile and or laptop.

- **How long will ATC store your data for and how will they dispose of it?**

ATC staff members will keep your brief session notes, your name and dates of you working together for 7 years as a recommended length of time.

ATC staff members will shred the document with your personal information on 1 month after your work finishes together.

ATC staff members will delete your mobile number out of their mobile phones 1 month after your work finishes together.

- **Is this different for EAP clients?**

Your EAP may have given your therapist more information than they would normally collect, for example where you work and your registration numbers. Each EAP works differently so it will depend on each companies policies as to what format they will share your information with your therapist. Your therapist usually needs this information when they are sending invoices to your EAP as a way of recognising your case. This information is often sent via an email, your therapist will delete any emails from the EAP company once they have been reimbursed for the work you have completed together.

If you are not happy with the way your ATC therapist uses your data you can find out more information or make a complaint to ICO at www.ico.org.uk or telephone 0303 123 1113.

Consent

If you are unable to consent to your ATC therapist using your data in this way, they will be unable to work with you.

Do you consent to your ATC therapist using your data in this way? Please write **yes** or **no**

Sign: _____

Date: _____

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