

**Irina Timonina, BA(Hons), MBACP, COSRT
Integrative Psychotherapeutic Counsellor &
Psychosexual and Relationship Therapist
07470601781
irinatimoninatherapy@gmail.com**

Data Privacy

The Data Protection Act 2018 (DPA) is concerned with the personal information about you I collect, store and share. By signing this consent, you are agreeing to the information described below.

The data collected is used to enable effective communication during the therapeutic process, it is used in a safe and ethical manner and is in line with the Data Protection Act 2018.

DATA HELD:

Contact Details: These are stored on my mobile smart phone, which is fingerprint and pin protected, and on my computer, which is password protected. They are also on the Data Privacy and Client Personal Information forms, which are filed in a locked filing cabinet in my home office.

Notes: I keep brief notes of the sessions, which means that I have an ongoing record of your sessions which allows me to provide continuity of care. These records are pseudonymised (by using a code) and stored separately from your contact details in a locked filing cabinet in my home office or electronically on my computer (password protected).

Correspondence to and from 3rd parties: letters / emails to and from GP, CMHT, and other 3rd parties, if existing. These are attached to the Client Personal Information and filed in the locked filing cabinet in my home office.

Record of Appointments and Attendance: These are stored on the Google calendar on my mobile smart phone (fingerprint and pin protected) and synced with the Google calendar on my computer (password protected).

All the data will be kept for 7 years, after which it will be deleted / destroyed.

Confidentiality: No data will be shared with a third party unless permission has been given by the client, with the exceptions listed in the Counselling Agreement.

Under the Data Protection Act 2018 you have the rights, including:

Right to Access: You have the right to ask for a copy of your personal information, also the right to ask me to amend or change any incorrect information about you.

Right to Erasure: You have the right to ask me to erase any information that I hold about you. This includes your personal information that is no longer relevant to original purposes, or if you wish to withdraw consent. In all cases and when considering such requests, these rights are obligatory unless it is information that I have a legal obligation to retain.

Data Portability: As the client, you have the right to receive your personal information which you previously provided, and also have the right to transfer that information to another party. For the purposes of the Data Protection Act 2018, the data "controller" is Irina Timonina.

For additional information on your rights, you can contact the Information Commissioner's Office (ICO) or the UK's independent body set up to uphold information rights www.ico.org.uk or 0303 123 1113.

INFORMED CONSENT

I have read, understood and agree with the terms and conditions of the above.

Client: (Print and sign) _____ Date: _____