

Privacy Policy

My contact details

Name: Christina Johnson

Phone Number: 07908 715409

E-mail: christina@thehumangivenstherapist.com

Date: 3/2/23

It is a legal requirement under current data protection legislation that, for your safety, I supply you with the following information and that you agree to it before taking any therapy sessions with me.

Type of personal information I collect about you at the outset

I currently collect and hold the following information:

- name and contact details, including residential address, phone number and email address
- emergency contacts – including next of kin and GP
- information about medication you are currently taking, physical ailments you may suffer and whether you are attending/have attended other therapy

How I get the personal information and why I have it

The personal information I hold is provided to me directly by you with your consent or by a referring third party, in the legitimate interests of both of us

It is a feature of the contractual obligation under which I provide you with therapy paid for by yourself or a third party

I use the information that you have given me in order to keep accurate contact details whilst needed and to send out any relevant communications, such as invoices and advice, directly to you

Type of personal information I collect about you during therapy

I make handwritten notes of our sessions

How I store your personal information

I take only handwritten notes, which are kept securely in a locked cabinet.

I keep all your information for a minimum of seven years from the end of our therapeutic relationship, or as required by my insurers. Your notes will then be shredded.

I delete email communications within a month. If there is relevant information in any of them that needs to be kept, I print this out and keep with your written notes.

Confidentiality

I will not share your personal information with any other individuals or organisations, except where there is reason to believe that you or others are at risk, or where there is a legal duty to disclose it.

Your data protection rights

Under data protection law, you have the right to ask me:

- for copies of your personal information
- to rectify personal information you think is inaccurate
- to complete information you think is incomplete.

You also have the right to ask me

- to restrict the processing of your personal information in certain circumstances
- to object to the processing of your personal information in certain circumstances
- to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

For more information about these rights, please visit ico.org.uk/your-data-matters

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me on 07908 715409 or christina@thehumangiventherapist.com if you wish to make a request.

How to complain

If you have any concerns about my use of your personal information, you can make a complaint to me at christina@thehumangiventherapist.com

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Choosing to start therapy after receipt of this form constitutes consent to its contents.