

Psychosynthesis Scotland Privacy policy

All personal data and information that I keep is controlled and processed in accordance with the General Data Protection Regulations (2018). Under these regulations you have a number of legal rights in relation to the information kept on you, which you can find more about via the Information Commissioners Office (www.ico.org.uk) The goal of this new framework is to make sure that I deal with your data in a lawful, fair, and transparent manner, and that I take steps to ensure that your data are adequately protected.

This Privacy Policy is where I explain to you how I collect, use, and store your personal data. You can request further information at any time about what personal information I am holding and how it is being used.

I have adopted a “Privacy by Design” approach to your personal information, meaning that, to the best of my ability, I will employ state of the art means of collecting, storing, and transmitting your data, with a view to promoting privacy and data protection from the outset.

What information is stored and who has access to this

I keep all your contact and referral information, including contact details, reason for seeking psychotherapy, counselling or supervision in a file that is securely stored to which only I have access. Where this data is kept electronically this will be encrypted and password protected. None of the contact or referral information will be passed to a third party without your prior consent or used for purposes other than in support of the clinical work that I undertake. In exceptional circumstances where I am incapacitated only your contact details will be forwarded to designated clinical executors in order for them to be able to contact and inform you of my incapacity and discuss how you might be further supported.

In addition I also keep a record of the sessions and make brief notes of what is discussed. These notes are entirely confidential and will not be discussed with any third party without your prior consent unless required by law. These notes are securely stored in a file to which I only have access. Where on line sessions are provided I will use securely encrypted on line services and provide unique individual passwords to prevent anyone other than you and myself to have access to the sessions. No electronic recording of the session is kept.

How I use your data

Your data is used in our ongoing clinical work and apart from your contact details in the aforementioned circumstance of my incapacitation no one has access to or will use your data. I am limited to using your data under the following conditions: where you have consented to it, where I need to do so in order to fulfil my contract with you, or in certain special circumstances, such as compliance with legal obligations.

How long I keep data

Both contact details, referral information and ongoing records of session will be kept in my legal and insurance obligation for a period of 7 years following the final session of clinical work. All data will be kept securely until this period lapses after which it will be safely destroyed.