



## **Counselling Dynamics Data Privacy Notice**

### **1. Your personal data – what is it?**

1.1. Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### **2. Who are we?**

2.1. We, Counselling Dynamics, have an individual responsible for data protection (contact details below) and they decide how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

3.1. Counselling Dynamics comply with their obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

3.2. Counselling Dynamics processes your personal data to establish, develop and maintain the therapeutic relationship, to comply with UK law and keeping appropriate records and accounts.

### **4. What is the legal basis for processing your personal data?**

4.1. The legal basis will be one of the following:

- Explicit consent. We will ask you for your consent in order to provide you with therapeutic or supervision services
- Legitimate activity. This is where we process information in order to provide a safe and boundaried environment for your therapy/supervision
- Legal obligation. This is where we are required in law to process information



## **5. Sharing your personal data**

5.1. Counselling Dynamics will treat your psychological and medical data with strict confidentiality and will not disclose your data without your consent except when obliged by UK law or if we deem there is a real and significant risk of harm to yourself or to others.

## **6. How long do we keep your personal data?**

6.1. We will keep your data for seven years unless we are required by law or our governing bodies to retain your data for longer. In exceptional circumstances, we may keep your personal data for longer than seven years where we believe there is a compelling psychological justification. Wherever possible we will seek to discuss these exceptional circumstances with you at an appropriate time.

6.2. We will keep your data no longer than necessary.

6.3. It is understood that client data will be destroyed in accordance with our data destruction policy without further reference to the client.

## **7. Your rights and your personal data**

7.1. Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Counselling Dynamics holds about you;
- The right to request that Counselling Dynamics corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Counselling Dynamics to retain such data;
- The right to withdraw your consent to the processing at any time



- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means]
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority)];
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

8.1. If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

9.1. To exercise all relevant rights, queries or complaints please in the first instance contact:

Catherine Date  
Counselling Dynamics  
catherine@counsellingdynamics.com  
07880 557 664

You can contact the Information Commissioners Office on  
0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/>

Information Commissioner's Office, Wycliffe House, Water Lane,  
Wilmslow, Cheshire. SK9 5AF.