**THIS FORM ONLY TO BE COMPLETED, BOXES TICKED AS APPROPRIATE, SIGNED, DATED AND RETURNED**

**PRIVACY STATEMENT AND DATA PROTECTION - CONSENT TO CLIENT COUNSELLING AGREEMENT**

I am registered with the ICO (Information Commissioners Office) Ref.No. ZA752856, which means that I need to tell you what data I am collecting about you and what I intend to do with it.

**Data Storage**

Identifiable data – Your identifiable data captured on this form will be stored in a locked cabinet and destroyed by shredding one month after your counselling has ended. If your preferred method of contact is by phone or text, the number will be stored in my password-protected mobile phone using the client reference and the word “client”. This will be deleted one month after your counselling has ended.

Non identifiable data – I have regular Clinical Supervision where I talk about my work and discuss anonymised session notes. Anonymised notes will be stored in a locked filing cabinet or on a password protected electronic device for a period of up to 5 years in line with the requirements of my insurance. After this time these notes will be shredded/deleted.

**Processing Data**

Your data will never be actively shared except where required by law such as if my notes are requested via a court order. If life or safety are seriously threatened, I may have to contact your GP or pass information on to the relevant authorities. Wherever possible I would discuss this with you beforehand.

**Please sign below to confirm your consent to me using your data in this way**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Date of Birth** |  |
| **Address** |  |
| **Email Address** |  |
| **Mobile / Telephone number** |  |
| **Doctor’s Name / Surgery** |  |
| **Preferred Emergency Contact** |  |

**I further confirm that I have read and agree to the following documents provided via email (please tick as appropriate):**

[ ]  Client Agreement:

[ ]  COVID Risk Agreement:

[ ]  Walk and Talk Agreement:

**Client Sign: ……………………………………………………………………… Counsellor Sign: ……………………………………………………..**

**Date: ………………………………………………………………………………..**