



GDPR & Data Protection Statement - Reviewed May 2021

General Data Protection Regulation (GDPR), (2018) forms part of the Data Protection Act (2018) and provides you with greater transparency over your personal data, such as data used to identify you. New Horizon Counselling Ltd abide by the terms of GDPR (2018) and have outlined how your personal data is used and stored.

1. How your data is used:

- a. **Name:** Used to address you, to ensure confidentiality client notes are assigned a code.
- b. **Email:** Used to confirm appointments and for general communication
- c. **Phone number:** Used to confirm appointments and for general communication, phone numbers saved on work phones are saved under your assigned code.
- d. **Address:** Used to contact you in writing.
- e. **GPs address:** Used to contact your GP if required.
- f. **Emergency contact number:** This may be used in the event that a planned session has been missed and the Counsellor has been unable to contact you by other means. This number may be called within 7 days of the missed session at the discretion of the Counsellor.
- g. **Clinical notes:** Brief notes are made at the end of each session.
- h. **Assessment information:** This information is taken during the initial session / assessment. The information is used to assess any risk, take note of any client goals and to help the Counsellor assess what support you are looking for.

2. How your data is stored:

- a. Your name, email, phone number, addresses and emergency contact number are all stored in a locked cabinet in the New Horizon Counselling office. This information will always stay in the office and the office is locked when not in use.
- b. Any client notes are stored on a password and virus protected computer system. All notes will be assigned a code name so your name will never be attached to any client notes, this is to protect your confidentiality.

3. Therapeutic Executor

As outlined in the Counsellor / Client agreement I have a therapeutic executor, Danielle Bottone who is a registered therapist. In the event of my unexpected incapacity, illness, or death. Danielle would gain access to clients securely stored name and number. Danielle will only call to provide clients with signposting to other mental health services then will securely destroy your contact details.

Your information will not be shared with any third party, and you have the right to remove personal contact information at any time - Should you want New Horizon Counselling to delete all contact information please get in touch via: info@newhorizoncounselling.co.uk

New Horizon Counselling will keep your signed client / Counsellor agreement, anonymised notes and first session assessment form for seven years after our final session (**your contact details will be removed from these forms automatically after five years or sooner at your request**). After the seven years all information will be removed and disposed of.

Whenever New Horizon Counselling remove data, it is removed and destroyed securely.

A copy of this GDPR statement can be found online at: www.newhorizoncounselling.co.uk/gdpr

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