**Privacy Notice**

New Life Therapy is a counselling service that is owned and managed by the sole trader, Sherene Charles who is the data controller of personal information for the purposes of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Sherene has the responsibility of deciding how your personal data is processed.

Sherene is required by professional standards to have a professional clinical supervisor for work. No identifiable information is shared with the Supervisor. Both Sherene and her Supervisor are both members of a Professional Association with an enforceable code of ethics.

Sherene will only share your personal information you have given her if there is:

* An immediate risk of substantial harm to you or others, or serious

criminal activity;

* A legal requirement - terrorism, drug money laundering and drug trafficking are

examples;

* Due legal process, e.g. a Court Order;

**How your records will be stored and duration is as follows:**

* All session summary notes are stored on an anti-virus and password protected laptop
* Other documents such as assessment forms are stored in a locked storage container
* Normally records are kept for two years from the end of working with you; this may be longer if you and Sherene both agree - if so you will be asked to sign a new consent form

**The rights you have under Data Protection law:**

* To access a copy of your records and have an explanation of your

personal data

* To request correction or erasure of information held about you
* In certain circumstances to request limiting or ceasing data processing.

**I agree to my records being kept in the manner described above**

I give permission to Sherene to keep a record of any personal information (known as “Special category data”) as well as any other data that is relevant to the purpose of counselling, therapy, or associated services offered.

Name/s (print or signature):

Date: