

## Lynn Esslemont Psychotherapy Privacy Policy (November 2024)

Lynn Esslemont

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Types of personal data I collect:

- Non sensitive personal data such as name, address, contact details, date of birth, GP.
- Sensitive personal data such as intake information (medical and family history etc.), session notes, supervision notes.

How I obtain data:

- From you as an individual
- From third parties where a referral may be made

Why I store this information:

- To register you as a new client
- To keep a record of our work together
- To manage payment

As a practitioner, I have a lawful basis for storing and processing your information as an ongoing client with a verbal or written contract to work therapeutically with you.

What I do with your information:

- Store physically in a secure locked cabinet or electronically protected by passwords.
- Use to support our working relationship and provide psychotherapeutic services.
- Share with agreed parties where there is a legal obligation to do so (police, legal services etc.).
- In keeping with my professional requirements I discuss sessions in supervision. I will not share any of your identifying information in my discussions and your anonymity will be upheld.

Data Sharing:

- Your information will be stored securely and confidentially and will not be shared with third parties unless:
- You give consent for your information to be shared with them.
- I believe you or someone else to be at immediate risk of harm.
- Where there is a legal obligation to do so (police, legal services etc.)

Retention Period:

Your data will be stored for as long as it is needed.

- Your notes for 1 year
- A record of you as a client for the purpose of reporting to HMRC
- After this time your data will be securely shredded or deleted