



This is to inform you what data we are collecting from you and what we intend to do with it.

What data do we keep and why do we need it?

Name and age – this is basic information that helps us get to know you.

Address, email address, phone number – We use this as a way of contacting you regarding your sessions. We will mainly use the method you first contacted us on but if we cannot reach you, we will try a different method.

Next of kin/medical professional's details – If we were worried that you were at risk then we may need to contact your next of kin or medical professional, if we can, we will let you know when/if we are going to do this.

Session notes – We keep brief notes of our session(s), these are kept in a locked cabinet or in a password protected folder online

Will we share your data and if we do, who will we share it with and for what purpose?

It is very unlikely that we will share your data. we will not sell it on or use it for unethical reasons. We may have to share it if our notes are subpoenaed by court, if you or anyone you tell us about is at harm or risk of harm we may have to pass this information on. We may also discuss your case during supervision but we only use your first name.

How will we store your data?

It is mainly stored as hard copy in a locked filing cabinet. Immediately after the work is finished, we transfer the data with your initials to a password protected folder in Raja Burman's computer. Your phone number(s) may be kept in Raja Burman's business mobile phone with your first name and last initial. Only Raja Burman will access your information.

How long will I store your data for and how will I dispose of it?

We will keep your details and session notes for the time required by our insurer (currently 7 years).

After this time we will destroy any document with your personal information and delete your phone number out of Raja Burman's mobile phone.

Consent

I consent to my data being used as set out above.

Therapist signature:

Client signature:

Date: