

Privacy Notice for Counselling Services

Jodie Hector Therapeutic Counselling

Contact: jodiehector@yahoo.com Telephone: 07729291197

Registered with ICO: CSN7126781

1. Introduction

This Privacy Notice explains how **Jodie Hector Therapeutic Counselling** collects, uses, stores, and protects your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Your privacy is very important to me, and I am committed to protecting your personal data while providing counselling services.

2. Data Controller

The data controller responsible for your personal data is:

Jodie Hector

Address: 8 Church Street, Warmington, Peterborough, PE8 6TE

Email: jodiehector@yahoo.com

Phone: 07729291197

3. What Personal Data Do I Collect?

I may collect and process the following personal information:

- Your name, contact details (phone number, email, address)
 - Appointment and payment details
 - Notes made during or after counselling sessions (clinical records)
 - Any information you share during sessions relevant to your care and treatment
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4. How Do I Collect Your Data?

Your data is collected:

- Directly from you during initial contact and sessions
- Through written agreements, emails, and telephone communications

5. How Do I Use Your Data?

Your personal data is used for the following purposes:

- To provide and manage your counselling sessions
- To contact you regarding appointments, fees, and administration
- To comply with legal and professional obligations, including supervision
- To maintain clinical records for safe and effective treatment

6. Legal Basis for Processing

I process your data under the following lawful bases:

- Your consent (you agree to the use of your data for counselling services)
- Legal obligations (e.g., safeguarding, record keeping)
- Legitimate interests (to provide, manage, and improve counselling services)

7. Who Do I Share Your Data With?

I do not share your personal data with any third parties except:

- My clinical supervisor, who is also bound by confidentiality
- Legal or safeguarding authorities, where there is a risk of serious harm or as required by law
- Professional bodies or insurance providers for compliance or claims (only minimal necessary information)

8. How Do I Store Your Data?

- All records are stored securely, whether digitally (password protected) or in locked filing cabinets.
- Access to your data is limited to me and authorized professionals involved in your care.
- I keep your records for 7 years after the end of therapy, after which they are securely destroyed.

9. Your Rights

Under UK GDPR, you have the right to:

- Access the personal data I hold about you
- Request correction of inaccurate or incomplete data
- Request deletion of your data (where no legal obligation exists to retain it)
- Restrict or object to the processing of your data
- Request data portability (receive your data in a portable format)
- Withdraw consent at any time (without affecting past processing)

To exercise these rights, please contact me at **jodiehector@yahoo.com**

10. Complaints

If you have concerns about how your data is handled, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

ICO contact details:

Phone: 0303 123 1113

Website: <https://ico.org.uk/>

11. Changes to This Privacy Notice

I may update this Privacy Notice from time to time. Any changes will be communicated to you via email or at your next session.

12. Contact

If you have any questions about this notice or how your data is handled, please contact me at:

Jodie Hector

Email: jodiehector@yahoo.com

Phone: 07729291197
