**ME Therapy**

Privacy Notice

At **ME Therapy** we collect & hold some sensitive data about you. In order to ensure full compliance with the General Data Protection Regulation 2018 we want to inform you of a few things:

* The information collected is necessary information for our working relationship – this will be, your full name, your address, your date of birth, a current phone number, an email address, your GP details, an emergency contact number, medical conditions, medication and involvement with other services.
* We ask for this information in order to build a good picture of you, where you are now and what treatment you have received or are still receiving. This is part of getting to know the true you, and to keep you safe.
* The only person that sees this data is your counsellor, unless we feel you are at risk of serious harm, (please see the Working Agreement for more details).
* Your counsellor does hold a Clinical Will. In the case of sudden incapacitation of your counsellor your name and number will be passed to another professional so that you can be informed of this. The information will then be disposed of immediately and safely.
* These are the only people that will see your data.
* Your data is kept confidential and secure – in a locked cabinet or password protected PC/phone - and in accordance with GDPR. It will be kept for 7 years following the ending of therapy for legal/insurance reasons. If you are under 18 years old the data will be kept for 7 years following your 18th birthday.
* It will always be stored safely and any notes will be anonymised.
* At any point you have full access to this data.
* ME Therapy will **never** share your data with any external agencies for commercial purpose.
* Me Therapy is registered with the Information Commissioner’s Office (ICO). For further details please go to www.ico.org.uk.

I understand and agree to **ME Therapy** holding my data.

Name: ……………………………………………… Date: ……………………………

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