This is to inform you what data I am collecting from you and what I intend to do with it.

**What data do I keep and why do I need it?**

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

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

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

**Session notes –** I keep brief notes of our session(s), [add in a description of how these are kept].

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

It is very unlikely that I will share your data. I will not sell it on or use it for unethical reasons. I may have to share it if my notes are subpoenaed by court, if you or anyone you tell me about is at harm or risk of harm I may have to pass this information on. I may also discuss your case during supervision but I only use your first name. Or if you give me permission to do so with another medical or professional person or body you are working with.

**How will I store your data?**

**Example text:** It is mainly stored as hard copy in a locked filing cabinet. Immediately after the work is finished, I transfer the data with your initials to my password protected computer.

**Your phone number(s)** may be kept in my business mobile phone with your first name and last initial. Only I will access your information.

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

I will keep your details and session notes for the time required by my insurer (currently 7).

After this time I will destroy any document with your personal information and delete your phone number out of my mobile phone.

**Consent**

I consent to my data being used as set out above

Therapist signature:

Client signature:

Date: