

Danusia Atkinson

Counsellor MBACP

Privacy Policy

Danusia Atkinson Counselling is committed to protecting your information and this information will be treated as confidential and held in accordance with the Data Protection Act 1998, the General Data Protection Regulations 2018 and the BACP Ethical Framework for Good Practice.

If you enquire, and/or if you attend assessment, we will:

Collect your contact details together with personal sensitive information, such as your family background, medical history, details of your GP and your reasons for seeking counselling

If you attend counselling, we will:

Ask you to sign a counselling agreement and provide details of an in case of emergency contact.

Payment for counselling can be made by cheque, cash, and bank transfer. Information about your bank, where provided, is used to enable us to process the payment you have made for counselling

Storage

Any paper documents including your signed agreement will be stored in a locked cabinet which only I have access to or within an agreed secure location if the counselling is taking place in a school. Your email address and or telephone number and correspondence will be stored in my email account and on my telephone both of which are password protected.

Any communication sent by e-mail is stored on our computer which is protected by a password and anti-virus software. Whilst we make every effort to keep our systems free from viruses no system is completely secure and we cannot guarantee that communication sent by email is virus free. We cannot guarantee security of emails sent to us via the website however our computers use internet security programmes.

In compliance with the BACP Ethical Framework, I am required to attend regular supervision sessions with a suitably qualified supervisor. Although aspects of your case will be discussed, your full name and contact details will not be revealed. My supervisor is bound by similar confidentiality and GDPR policies.

I have a clinical will and have appointed a clinical executor who will have access to my client list in case of emergency, this will be a counsellor and trusted person. In the event of my death, hospitalisation or similar of a close relative of mine, this person will make contact to inform you of the situation and advise you of your options.

How long is information stored

Clinical records for adults are kept for six years after the date that counselling ended. Clinical records for children up to the age of eighteen are retained for six years after the date of the child's eighteenth birthday. When we think there is a 'legitimate interest' records may be retained for a longer period of time.

Confidentiality

The content of the counselling session is confidential and will not be shared without your consent unless we have reasonable grounds for believing that you pose a serious risk to yourself or a third party or if there is a legal requirement to do so.

Your Rights

You have a right to access your personal information. You may request information is erased and updated although I can decline whilst the information is needed for me to practice lawfully & competently and if the courts have subpoenaed this information. You can restrict the use of your information. You can withdraw your consent for us to hold and process your personal information. If you decide to withdraw your consent counselling cannot continue.