

GDPR Data Protection Policy

Clients are required to provide their name, address, email, and phone number. These will be held electronically in the following places:

- Initial consultation form
- Copy of the contract (name only)
- Telephone contacts list
- Email contacts list

Session notes will be stored electronically in a password protected file. The file will be named using a synonym and will contain the following documents:

- Initial consultation form
- Copy of the contract
- Client notes

This data is required for the sole purpose of maintaining our relationship while we are working together. If any additional data is required, for any reason, permission will be obtained on an individual basis. Once our work is finished I will archive all data. The data will then be destroyed after 5 years.

The archive period of 5 years allows for any circumstances where you either wish to resume counselling or require the data to be retrieved for any other purpose. Should you wish to have a copy of these notes, or if you wish these notes to be destroyed before the end of the retention period, please make your request to: annie@heartcounselling.co.uk