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General Data Protection Regulations 2018

As a psychotherapist, I undertake to treat all information that you disclose to me in strict confidence. I will normally keep the following:

1. Emails both from and to you (generally concerning appointments) and your contact details, kept on my computer and hand-held devices. These emails are not encrypted.
2. Brief paper notes outlining some main themes of your sessions held in a locked filing cabinet.
3. Paper notes with your contact details, which are accessible to my professional executor in the event of my death or being incapacitated.
4. Financial records (copies of your invoices) are kept on my computer and on paper, for the purposes of taxation assessment by HMRC.

Very exceptionally, I can be required to disclose information about clients. This would include the following circumstances:

1. A court order requiring information to be provided to a judge.
2. To ensure the best possible care, or if it is considered that there is a risk to self or to others, it may be necessary to share confidential information with another healthcare professional, for example a General Practitioner.

Normally, such circumstances would be fully discussed with you prior to any such disclosure being made.

I am generally expected to keep records for 7 years after the end of therapy.

You have the right to request that I erase all information held about you. In these circumstances, I would want to discuss this with you as it may have some impact on your therapy.

Denise Pickup

23rd May 2018

Declaration

I have read and understood this information about the data kept during my psychotherapy and I give my consent to it.

Signed:

..... Date:

Please print your name:

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