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## SUPERVISEES

ICO Reference No. ZA366804



Person-Centred  
Counselling &  
Supervision



### GDPR (General Data Protection Regulation) Policy Agreement      Date of Document – February 2022

I take your privacy with regard to your personal data very seriously. Below outlines the data I collect & how I store it / sharing of your data / erasing of your data / your rights.

If you have any queries or concerns after reading this policy document, please let me know.

#### Data I collect:-

Name / Telephone number(s) / Email address / Course Details (for Students)

#### Data I hold and how I store it:-

- Paper - Contact sheet / Session notes kept for 6 years & then destroyed / Supervisor Agreement / GDPR Policy Agreement  
- All kept in a locked cabinet
- Email / SMS - On my smartphone – fingerprint recognition & passcode protected  
- On my computer – Protected by a firewall and antivirus software

#### Sharing of your Personal Data:-

- Supervision (a professional requirement)  
Where I may take aspects of our work together – you will be referred to by first name only.  
My supervisors are also GDPR compliant.
- Therapeutic Will  
Shared with my Therapeutic Executor – in this case one of my supervisors.  
This is so that you will be contacted in the event of my death; should you still be in supervision with me.
- Where I need to comply with a legal requirement.
- Where you request me to do so, i.e. a supporting letter to other professionals.
- Emergencies
  - If your health, or that of a client or those associated with a client is in jeopardy (provided I have your consent) I may share your contact information with an emergency healthcare service (e.g. Mental Health Crisis Team).
  - If I have become aware of you or your client's intent to cause harm to another person / organisation (e.g. terrorism), the law may require that I inform an authority without seeking your permission. In such a situation, the law may require that I share your or your client's personal information without your knowledge (known as: *whistle-blowing*).

#### Your Rights:-

You have a right of access to, rectification & \* deletion of your records.

\* Though I can decline whilst the information is needed for my competent practice.

For further guidance please refer to: ICO (Information Commissioner's Office) [www.ico.org.uk](http://www.ico.org.uk)

Date: \_\_\_\_\_ Supervisee's Name: \_\_\_\_\_ Supervisee's Signature: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_