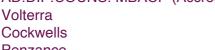
Kay Freer-Burns

SUPERVISEES

AD.DIP.COUNS. MBACP (Accred)

Penzance Cornwall

TR20 8DB







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
- On my smartphone fingerprint recognition & passcode protected Email / SMS
 - 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.
- - 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
 - 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

Date:	Supervisee's Name:	Supervisee's Signature:	
	Supervisor's Name:	Supervisor's Signature	

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