

## **Helen Healy Counselling**

Under the General Data Protection Regulations (GDPR) I am required to provide information to anyone whose personal data I process (a data subject). Personal data is any data by which a living individual can be identified and processing personal data is effectively any activity involving personal data, including simply holding it, or indeed disposing of it.

This notice is intended to provide accessible and transparent information to clients about what data of yours I hold, why I need it, what I do with it and how long I keep it.

### Identity of the Data Controller

The data controller is the person who determines how your personal data is used. The data controller is:

Helen Healy  
Counsellor  
59 Kings Chase  
East Molesey  
Surrey  
KT8 9DQ

Email: [helenhealy59@gmail.com](mailto:helenhealy59@gmail.com)

### The Data which I Process

Your name, address, telephone number, email address, GP name and address, and telephone number. I am obliged to keep a record for five years of clients' name, address, date when counselling started and finished and the presenting issue.

### Purposes of Processing your Data

I need to process your data in order to fulfil my obligations arising out of the counselling relationship I have with you and a professional duty of care.

### Retention Period for your Data

I will retain your contact details and personal data for the duration of your time in counselling. When counselling ends I will delete all your personal data, apart from your name, your address, the dates counselling started and finished and presenting issue, which I will keep for five years after the end of counselling. I have a legitimate in retaining these records for this period in order to comply with BACP best practice recommendations.

For more information you may contact me at any time at address above.

If you have a concern about the way I am collecting or using your personal data you should raise your concern with me in the first instance or directly to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk) or call the ICO helpline number 0303 123 1113