

# BARRY WHITE

[clients@barrywhite.me.uk](mailto:clients@barrywhite.me.uk)

0777 978 2456

## GDPR Statement

### **My Role and the Information I Collect**

I am both the Data Controller and the Data Processor for the information I store about you. I am a registered Data Controller and Data Processor and abide by the regulations imposed by such procedures. My data protection registration reference with the Information Commissioner's Office is ZA461304

I store your name, address, telephone number and/or mobile number, email address and any information that you provide me on the Client Contact Information Form and Counselling Contract. These forms are signed electronically by a [GDPR compliant service](#) which allows you to download any signed forms. The signed forms are then kept electronically on a password protected computer with antivirus/malware and ransomware protection to keep your data safe. This computer is kept at my office address.

Session notes are also kept. These are anonymised and kept separately to your personal information collected on the Contact Information Form and Counselling Contract (on a different server). As a requirement of my insurance, notes are kept for a period of 7 years, after we have ended our work, and are then securely destroyed.

Any emails or text messages will be deleted after receipt unless they form part of your notes or are needed for income tax purposes, in which case they will be kept for 7 years as above.

Your telephone number will be stored on my business phone until your sessions have ended at which point it will be deleted. If I change telephones, then your details will be deleted on the old phone.

### **How I use this information**

I will use your contact details to engage in my work with you, including contacting you on my business phone or email about appointments. I will not use them for any purpose other than:

- If for any reason I am asked to provide a report of the sessions, e.g. at your request. In this case the report will be sent to you via an encrypted email server for your approval.
- If I am subpoenaed by a court of law.
- If you disclose risk of harm to yourself or to someone else.

## **Your rights**

You have the right to request, either verbally or in writing, to see any information that I hold about you and I must provide this to you within one month of the request.

You also have the right to ask me to change any information that I hold which is incorrect and to ask me to delete any information that I hold about you. I will do this except for any information I need to hold for legal purposes such as business tax purposes.

If you wish to complain about how I hold your data in any way then in the first instance please contact me, Barry White, as the data controller of Barry White at Hornsey Road London N19.

If you have any further concerns, which are not addressed, then you should contact the Information Commissioner's Office (ICO) at <http://ico.org/concerns/handling> or telephone 0303 123 1113.

## **If any data is breached**

I will report any data breach to the Information Commissioner's Office, to BACP and to you within 72 hours if it becomes apparent that any data is stolen.

Please sign below to acknowledge your understanding of this information.

Your full name:

Your signature:

*(Both parties will receive a signed copy, which Barry will place with the client contract)*