

# Jon Costello

## **Consent for collecting and processing client information**

In accordance with the Data Protection Act 2018 (“DPA”) and the General Data Protection Regulation (EU) 2016/679 (“GDPR”), when I collect or process client information for use in my private counselling practice, I am classified as a data controller, which means that I have certain responsibilities to my clients as data subjects.

I am required to provide you with information about the collection, processing, storage and sharing of your personal information. Your consent represents a legal basis for this, and I am required to obtain that consent in writing.

### **What personal information do I collect?**

I collect personal data which may include (but is not limited to) your name, date of birth, addresses, E-mail addresses, telephone numbers and next of kin, plus special categories of personal data (as defined by the DPA and GDPR) including healthcare data, race, religion and sexual orientation.

### **How do I collect personal information?**

Apart from personal information provided by you during counselling sessions, personal information may be shared with me by other data controllers who have a legal basis to do so (usually through obtaining your written consent). Whilst this is unusual for my practice, it is possible that you may have been referred to me by your general practitioner or other healthcare professionals.

### **Why do I need your personal information and what do I do with it?**

I need to use your personal information for three main purposes:

1. To determine an appropriate counselling plan, which may be in discussion with my clinical counselling supervisor, who reviews my work approximately once per month;
2. To communicate with you;
3. To communicate with your general practitioner or other healthcare professionals, but only where this is appropriate and you have given your written consent.

### **How do I keep your personal information and how long will I keep it?**

I keep your personal information in a combination of hard copy and electronic form. Hard copy documentation is stored in locked physical storage and electronic files are kept on a secure business data storage server, access to which is restricted by password.

I will keep your personal information for a period of seven (7) years after your last session with me, after which I will destroy hard copy documentation and delete electronic records.

**Who do I share your personal information with?**

As noted above, I share your personal information with my clinical counselling supervisor each month.

Where appropriate, I may also share it with your general practitioner or other healthcare professionals, but only where you have given your written consent.

In addition I may share your information with a medical secretary as a data processor, having verified that adequate information security is in place. Any personal information shared by E-mail is transmitted under secure conditions i.e. within the same E-mail server and/or encrypted where appropriate.

**What are your rights as a data subject?**

These include the following data protection rights:

- The right to be informed about your personal information which I process;
- The right of access to your personal information which I process;
- The right to rectification of your personal information which I hold;
- The right to erasure of your personal information which I hold;
- The right to restrict processing of your personal information which I hold;
- The right for your personal information not to be subjected to automated decision making and profiling; and
- The right to withdraw this consent at any time.

**How do you notify me that personal information I hold on you is incorrect?**

If you believe that any of your personal information that I hold or process is incorrect, please contact me on costello@medpa.co.uk and I will take reasonable steps to check its accuracy and correct it where necessary.

**How do you withdraw consent?**

Where you have consented to me collecting and processing your personal information you have the right to withdraw that consent at any time by contacting me on costello@medpa.co.uk.

**Your acknowledgement and consent**

I confirm receipt of the information above and consent to the collection, processing, storage and sharing of my personal information as described until further notice.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Full name:** \_\_\_\_\_  
(printed in CAPITALS)