**AAAC Counselling Privacy Statement**

This privacy statement outlines AAAC’s obligations as a counselling service and training supplier. It outlines your rights as a client.

Please take your time to read through the whole document and sign your consent at the end of the document.

This agreement includes the services new data responsibilities under the **General Data Protection Regulation** whichcomes into effect on **25th May 2018.**

**Service Responsibilities**

To comply with the new regulations regarding contact and consent, AAAC needs to make you (client) aware of your rights and confirm that you give consent for AAAC Counselling and any relevant parties mentioned to collect and store your data in the way described below.

**What is collected and why?**

AAAC Counselling will collect and store your **name, date of birth and age.** This is basic information that helps us to get to know you better but is also stored for lawful and safeguarding purposes (see confidentiality/ sharing of information statement). Your Address**, Email address and phone number** is recorded and stored as a means of contacting you regarding your sessions. We will usually contact you using the method you first contacted us on but if we can’t reach you we will try a different method. These details may also be used for emergency purposes where there is an evident risk of harm to yourself (see confidentiality statement). **GP details** are recorded for safeguarding purposes whereby if your counsellor is concerned for your wellbeing and safety they might have to contact your GP. Where possible your counsellor will seek to get your consent and inform you before doing so. **Session notes, AAAC** keeps brief anonymous notes of key themes discussed in sessions. The purpose of recording this is for your counsellor’s recollection and to monitor the work you are doing and need to be retained for lawful purposes.

AAAC uses BACPAC a client management software for counsellors and psychotherapists to store and manage client information and session notes, [www.bacpac.co.uk](http://www.bacpac.co.uk)

**Confidentiality/sharing of information**

All information collected and shared will not be shared with anyone else. AAAC Counselling will not sell your information and will not use it for any purposes other than those related to Therapy.

There are however **exceptions** that may require AAAC to share your information with a third party, details of which are outlined below. Please note that a decision to breach confidentiality is not taken lightly and all due consideration to your privacy is considered.

Confidentiality may need to be breached in the following circumstances:

* There is significant risk of harm to yourself, in this instance information may need to be shared with a GP or other professional.
* There is information shared that suggests a child/vulnerable adult is being harmed or is at risk of harm. In this instance information may need to be shared with relevant services.
* If there is disclosure of terrorism or money laundering AAAC is legally obliged under the terrorism and money laundering act to disclose this information to the police.
* Finally, if AAAC is subpoenaed by court to share any information then we must do so upon request.
* AAAC Counsellors will share their case work with a supervisor who is a qualified counsellor and adheres to the same confidentiality and privacy requirements. All information shared is anonymous to avoid identification.
* In the event of your counsellor’s death or a terminal injury resulting in them being unable to carry out their work AAAC’s Service Director, Deborah Cullen whom is a qualified counsellor and adheres to the same confidentiality requirements will have access to all my clinical records to inform clients and end therapy and destroy data as required.

**Data storage and Disposal**

All data AAAC Counselling collects is recorded on the BACPAC client management system. Your counsellor will keep your initials your contact number which will be stored in their phone

AAAC will store all date pertaining to your referral and sessions notes for 5 years in line with its insurance policy and legal obligations.

**Your Rights**

Under General Data Protection Regulations, you have the following rights:

* The right to be informed about the collection and use of your personal information as described herein.
* The right to access copies of any information held about you, this can be accessed through a data subject access request, and the right to receive a response to this request within a period of no more than 1 month.
* The right to rectification; to have inaccurate personal data rectified or completed If incomplete.
* The right to erasure; you have the right to opt out of data collection. If you wish to do so please make this request in writing, however some data can not be erased and will need do be retained for lawful purposes and In line with our insurance policy.
* The right to Data portability. You have the right to obtain and reuse your personal data for your own purposes across different services.
* Finally, you have the right to object to any personal data being collected, this will need to be made known in advance or at the start of any Therapy commencing. Please note if this is the case all therapeutic work will be terminated as AAAC is required to keep appropriate records in line with its insurance and ethical Bodies as well for legal and safeguarding matters.

**Accessing your data**

If you wish to make a request for your data under a data subject access request, please do so in writing. AAAC will then request you to sign a disclosure consent form. You will then expect to receive the information within 30 days of receipt of the request.

***I have read and understood the context of this privacy statement.***

***Name: Signed: Date:***

***I agree with the privacy statement.***

***Name: Signed: Date:***

***I give informed consent for AAAC Counselling and other professionals mentioned in this document to use my data in the way described within this document.***

***Name: Signed: Date:***

***I acknowledge as a client of AAAC Counselling I am thus the mentioned data subject and understand my rights detailed within this document.***

***Name: Signed: Date:***

***I acknowledge that I have received a copy of this privacy statement for my own records and will refer to it for future reference.***

***Name: Signed: Date:***