



Privacy Statement

Counselling & Life Coaching Services is registered with the ICO (Information Commissioners Office) which means this company needs to tell you what data the company is collecting from you and what the company intends to do with it.

Data storage

Identifiable data:

- Your identifiable data captured on this form will be stored in a locked filing cabinet and destroyed by shredding, one month after your counselling or life coaching has ended.
- If your preferred method of contact is by phone or text, your number will be stored in a password protected business mobile phone using your first name and last initial and deleted one month after counselling/life coaching has ended. Your email address and any email correspondence will be stored in a Gmail account and deleted one month after counselling/life coaching has ended.
- For the duration of your counselling/life coaching your preferred method of contact will be made available to the appointed therapeutic executor.

Non-identifiable data:

- Anonymised session notes will be stored in a locked filing cabinet for a period of up to 7 years and shredded after this time period.
- The counsellor/life coach receives regular Clinical Supervision where they can discuss anonymised session notes to support the counselling/life coaching treatment process.

Processing data

- Your data will never be actively shared except where required by law such as if a court subpoenas clinical case notes, or if life or safety are seriously threatened, your counsellor/life coach may have to contact your GP or pass this information on to the relevant authorities.
- Wherever possible, your counsellor/life coach would discuss this with you beforehand.

Consent

Do you consent to Counselling & Life Coaching Services using your data in this way?

Please write yes or no

Signature.....Date.....

Full Name:	DOB:
Address:	
Email address:	
Mobile/Telephone number:	
Doctors Name/Surgery:	