

Bee You Talking Therapy

Karen Williams | Cardiff

Privacy Notice (May2018) and General Data Protection Policy

New laws relating to General Data Protection Regulation (GDPR) came into effect from May 25th 2018. The purpose of GDRP is to provide a set of standardised data protection laws.

Data Control

Karen Williams is the data controller for Bee You Talking Therapy.

What personal data is processed?

Bee You Talking Therapy processes the following personal data from clients in line with the requirements of the General Data Protection Regulation (GDPR).

Basic contact information: name, address, email, contact number, name and contact of next of kin, and GP contact details.

Sensitive personal data: Therapy records (therapist notes, letters and /or outcome measures).

Do I have to give my consent?

If you access Bee You Talking Therapy your personal information will be required in order to be able to comply with the law and provide the service offered. If you do not provide the personal information Bee You Talking Therapy may not be able to provide a service to you.

How will personal information be processed?

During the process of therapy Bee You Talking Therapy will keep notes about what happens in the sessions. These notes are kept confidential. There may be times when this information cannot be kept confidential such as during clinical supervision. If information is shared for this purpose the client's identity is not disclosed and the content is confidential between the Therapist and their clinical supervisor. There may be exceptional circumstances where the law requires information to be disclosed.

At times information about what happened in therapy may also need to be shared with other agencies such as Children's Services, Police or Doctors where there is a safeguarding duty of care.

How long will information be kept?

Information will only be kept for as long as necessary. Therapy records will then be destroyed.

Keeping accurate information

It is important that the information held is accurate and up to date. Please inform Bee You Talking Therapy as soon as possible if your details change.

Your rights

You have the right under the data protection law to request your information and to request that the information be amended or erased if incorrect. Bee You Talking Therapy reserves the right to refuse a request to delete a clients personal information where this constitutes therapy records.

Complaint

You can complain to a regulator If you think that Bee You Talking Therapy has not complied with data protection law's and you have a right to lodge a complaint with the Information Commissioner's Office www.ico.gov.uk

Contact

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www.beeyoutalkingtherapy.com