Privacy Notice – Kusudama Therapy

I take the safety and security of your personal data seriously, and undertake to only use it for the purposes it was collected. I adhere to current data protection legislation, including the GDPR (EU/2016/679), Data Protection Act 2018 and the Privacy and Electronic Communications Regulations 2003.

This privacy notice tells you how I use and store your personal data, from the start to end of our contract, and the time after.

This includes –

1. Why I want to use your information
2. How long I store it for
3. Who else has access to your information
4. Your rights concerning your information in my keeping

Any questions about these points can be asked via email – [taniagoldsmith@protonmail.com](mailto:taniagoldsmith@protonmail.com)

I am the data controller for Kusudama Therapy – that means I am responsible for organising and storing the personal data. I am registered with the Information Commissioner’s Office, my reference number is: ZA745725

My contact details are:

[taniagoldsmith@protonmail.com](mailto:taniagoldsmith@protonmail.com)

07905596147

1. Why I want to use your information

According to the GDPR, I need a lawful basis for using and storing your personal data.

For current clients, I will use your personal data (e.g. contact details) to get in touch to make, cancel or rearrange session, discuss payments or holidays etc.

For past clients, I have a legitimate interest in keeping your data for 7 years after the end of our contract, for professional and ethical purposes and continuing my professional registration.

I have a lawful basis for keeping any sensitive information you disclose to me, in that it is necessary for me to fulfil my role as a psychotherapist. I do not use this information beyond the agreed bounds of our contract, and it is kept anonymously and away from any personal information which could identify you.

1. How long I store your information for

I store your information for the duration of our contract and then for a further 7 years, after which time paper copies are shredded and electronic information (including contact details and stored emails) are deleted. If you would like me to delete your information sooner, please let me know.

If you contact me to ask for therapy, and then decide not to go ahead, I will delete any information you have shared with me within 6 months. If you would like me to do so sooner, please let me know.

If details have been passed to me by a GP or other professional, I will treat these the same way as if you had shared them yourself, assuming we begin a therapeutic relationship.

1. Who else has access to your information

Our work in therapy is confidential, except for the circumstances outlined in my contract:

* criminal activity (e.g. terrorism, fraud, abuse)
* potential for the client to harm another
* potential for the client to harm themselves

If these circumstances are suspected, I will first seek to discuss my concerns with the client, unless there are safeguarding issues that prevent this. If I contacted your GP, the police or other agencies, I would not share details of our work as these will not exist in hard copy, but I will be able to share your contact details and information about the length of our relationship, alongside my safeguarding concern. It is possible that my records and notes may be shared as the result of a court case.

All electronic information (including my booking calendars, emails and text messages) are kept on password encrypted devices which only I have access to. All paper files and notebooks are kept in a locked filing cabinet when not in use.

For security reasons, and because they are less secure, I do not use text messages and emails to convey personal information, only administrative content. All emails and text messages will be deleted 6 months after receipt, unless I consider it important, in which case they will be transferred to anonymised password protected word documents and stored on a password protected PC.

The contact details of current clients are also kept in a secure document know as my professional will. This document is only accessible to one trusted colleague in the unlikely event of my death or incapacitation. The purpose of this is to allow them to contact active clients to let them know that I am no longer available to work, or not going to be available for some time, and that they should make alternative therapeutic arrangements. This document is password protected and on a password protected PC.

I will discuss my client work within individual and peer group supervision, but this will not involve the sharing of any personal data and clients will remain anonymised throughout.

I do not currently have plans to share any data with 3rd parties (e.g. collecting cookies on my website), beyond that explored above.

1. Your rights concerning your information in my keeping

You have the right to ask me to delete your personal information at any time.

You have the right to ask for a copy of the information I hold about you at any time.

You have the right to ask me to change personal information I have about you if it contains mistakes at any time.

To use any of these rights, please make a request in person during a session or in writing to my address or email, and I will comply within 30 days.

If you wish to make a complaint about the way I use or store your data, please do get in touch with me first. I welcome feedback and suggestions for improvements.

To make a formal complaint about the way I use or store your data, you can contact the ICO which is the statutory body for overseeing data protection law in the UK. Please make a note of my ICO reference number and go to their website: ico.org.uk/make-a-complaint

You may also wish to contact the other professional bodies of which I am a member in case of a complaint. They are:

UKCP – www.psychotherapy.org.uk

BACP – www.bacp.co.uk

SPTI – www.spti.net