Nikki Ellen.

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**Privacy Policy and Data Consent Form.**

This Privacy Policy aims to inform you about how Counselling and Hypnotherapy in Sheffield use and keep your data safe.

In order to comply with GDPR 2018, the only information that is gathered about you is that which is essential to the service that you will receive. If you come for counselling or hypnotherapy, you will be asked to sign an agreement at the beginning of the first session. This will set out how we will work together; you will be given the opportunity to contribute to this, where appropriate. This will contain personal information such as your name and address. It will be stored in a securely locked filing cabinet that only I have access to. This personal information will be destroyed after we finish working together.

It will not be shared with a third party, unless there is a legal necessity to do so. In order to give you an ethical, high quality service, sensitive information might also be stored about you. This may include your date of birth, GP’s details, relevant medical details and an emergency contact number. If I need to ask you for this information, I will explain to you why I will need it during the first session. It is required to make sure that your counselling or hypnotherapy sessions are ethical and safe.

I will make short notes about your session. You are welcome to read these notes at any time. These notes will help provide you with an effective service by monitoring your progress and helping me understand the issues that you want to work on. This information will be kept for as long as you are using the service and will be destroyed when you finish counselling or hypnotherapy. None of your personal or sensitive information will be shared with anyone else, unless required by law. For example, if your life or someone else’s life is in danger.

**Reasons for why I collect data:**

* To record the people that I work with.
* To clearly communicate with clients by phone, email or text.
* For session notes in order to have an effective service.
* To advertise events.
* To record feedback about my practice.

**The steps taken to secure data:**

* My laptop is password protected and is always supervised in a locked area.
* Passwords or codes are used on all devices.
* Paper information is kept in a locked filing cabinet.
* All letters, emails, texts or voicemails are deleted when no longer required.

Most data will be destroyed once I have finished working with you but the maximum time that it can be kept for is seven years. If you want to apply for your personal information, requests are usually granted. If you ask for me to destroy your personal information, I will take all reasonable steps to do so except where the information is required for legal, auditing or internal business uses.

**Data Consent**

By signing and dating below you are confirming that you have:

* Read and understood the Privacy Policy for this service
* Consent to your information/data being kept for the reasons set out in the policy
* Name (please print) ………………………………………………………………….

Signature………………………………………………………………………………………………..