

## **PRIVACY NOTICE for Case Studies**

### **Who I am and how I process your personal data**

I “NAME” comply with my obligations under the General Data Protection Regulation (GDPR) by keeping personal data up to date; by storing (and destroying it) securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Personal data in this context is any forms you complete at the start of, or during therapy including your name, address, medical history, issue you are seeking therapy for and related information including my notes.

### **I use your personal data for the following purposes**

To deliver the services that you have requested;

To contact you as necessary in accordance with the services you have requested;

To contact you via surveys to ascertain your opinion on the service you received;

To maintain my own accounts and records.

During my training I will be supervised. Case studies are discussed during supervision, all data will be sufficiently anonymised to the extent that individual clients cannot be identified. Should you indicate that your data should not be used for these purposes, I would refrain from using that data.

Your data will never be passed to a third party without your express consent, always provided that such confidentiality is neither inconsistent with my safety or yours, your family members or other members of the public, nor in contravention of any legal action or legal requirement.

Your data will be maintained for the purpose of supervision during my training. Upon receiving my diploma your data will be destroyed by both myself and the college.

### **My Lawful Basis for processing your personal data**

You have given clear consent for me to process your personal data for a specific purpose. Further, the processing is necessary for both our legitimate interests.

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

The right to request a copy of your personal data which I hold about you;

The right to request that I correct any personal data if it is found to be inaccurate or out of date;

The right to request your personal data is erased where it is no longer necessary for me to retain such data, acknowledging the agreement to destroy your data upon my qualification;

The right to withdraw your consent to the processing at any time;

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;

The right to object to the processing of personal data, (where applicable)

The right to lodge a complaint with the Information Commissioners Office. (See below).

### **Complaints Notice**

The client has the right to complain to the Independent Commissioner's Office (ICO) if they think there is a problem with the way we are handling their data  
(see <https://ico.org.uk/concerns/handling/>).