

LouAnne Lachman, MBACP (Accred), Dip. Sup.

Counsellor, Psychotherapist, Supervisor, Facilitator

PRIVACY NOTICE

In line with European General Data Protection Regulations, and as a professional registered with the Information Commissioner's Office, I am obliged to share the following information regarding how your data is protected:

What information do I hold?

As a psychotherapist, counsellor and supervisor in private practice I collect the following information: client / supervisee name, address, phone number, email address, date of birth and GP details.

What I do with your information?

The information you give me when we contract to work together is stored securely in an encrypted computer record. Names, email addresses and phone numbers of current clients are stored securely on my computer, and phone numbers of current clients are stored on my pin number protected telephone. Any notes I hold are anonymized, no names are mentioned. Paper records are padlocked and computer and phone records are password-protected. Your information – including email addresses on my computer and numbers on my phone - is destroyed three years after our work together has come to an end, unless you have asked to be on my mailing list through attending one of my workshops when you will be on that list only with your consent, which you can unsubscribe from at any time.

Names and phone numbers of current clients and supervisees are shared with my professional executor in line with good practice in the profession. This person would contact you in the event of my death or being unable to work and unable to contact you myself. These details are destroyed at the end of each month.

I will use your phone number, email or address to contact you regarding appointments and to reply to you if you make contact with me. I will never share your data with a third party unless you ask me to, or unless obliged to by a court of law. In this unlikely event I would always inform you first.

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