Kirsty Weedon Privacy Notice

General information

I am a qualified Psychodrama Psychotherapist and Supervisor, accredited by the British Psychodrama Association (BPA), and a registered member of the UK Council for Psychotherapy (UKCP). I am also a Recognised Professional in Outdoor Learning, a member of the Institute for Outdoor Learning (IOL) and a member of the Association for Outdoor Therapy (AOT).

I provide psychotherapy and supervision for individuals and groups, inside, outdoors and online. I also facilitate workshops, inside, outdoors and online. I practice in accordance with the BPA, UKCP and IOL professional standards and ethical codes. I am professionally insured to work inside, outside and online, and am registered as a data controller with the Information Commissioner's Office (ICO). Registration number: ZA500583.

As part of my role as a therapist, supervisor and workshop facilitator, I collect, use and store your personal data. Your personal information is very important to me, and I am committed to ensuring that it is kept confidential and your privacy protected. This privacy notice provides details about why I collect your personal data and what I do with it. It also explains my commitments, responsibilities and your rights.

Definitions:

- The UK General Data Protection Regulation (GDPR) relates to the privacy and protection of personal data.
- Information Commissioner's Office (ICO) is the independent authority that upholds information rights.
- I refers to Kirsty Weedon. As a data controller, I decide how and why your personal data is processed. I am legally responsible for making sure your information is processed according to data protection law.
- Processing refers to anything that I do with your personal information.

1. Personal data: what personal information do I collect from you?

Personal data refers to any identifiable information that relates to a particular living person. This includes information that is indirectly identifiable when combined with other information. Examples of the data that I may process include the following, and may include information known as "special category" data (*) as defined by the ICO:

- Name
- Contact details, including address, phone number, and email
- Emergency contact details
- Demographic information, including date of birth, nationality, gender, ethnic origin (*)
- GP's name and contact details
- Any relevant health and medical conditions (*)
- Your support network, including other professionals and agencies who work with you
- Information about your physical, mental, emotional and sexual health and wellbeing (*)
- Background information, including family history, employment and education
- Religious and philosophical beliefs (*)
- Political opinions (*)
- Financial information, including invoices and payment details

2. The purpose: how I use your personal information

I collect your personal data for the following purposes:

- To help satisfy an enquiry. This may include another professional or a trusted other giving me your personal details when making an enquiry on your behalf.
- To make an informed assessment and provide psychodrama psychotherapy or supervision.
- To make an informed decision about workshop participation and to facilitate workshops.
- To contact you about sessions.
- To keep sessional notes.
- In case of an emergency situation.
- To reflect in supervision.
- To maintain financial records and invoices.
- Where necessary and with consent, contact other agencies and professionals.
- With consent, use anonymised information for purposes of research, written publication and training.

If I wish to use your personal data for a new purpose, not covered by this privacy notice, I will explain this to you with a new notice explaining this.

3. The basis for collecting your personal data
I process your personal data in accordance with lawful processing set out in the GDPR, based on:

- **Consent**: You give consent for me to process your personal data, as described in this privacy notice.
- **Contract**: We enter into a contract whereby I require your personal data to properly carry out my work.
- **Legal obligation**: I am legally obliged to inform the appropriate authorities if you make a disclose concerning acts of terrorism, or that you, or someone else is at serious risk of harm. It is also possible for my notes to be subpoena for court.
- **Vital interests**: If a situation arose where it was vital to share your personal data in order to protect you. For example, if you were taken seriously unwell during our session, I may share your emergency contact details or medical information with the emergency services.

4. Storage: how I store your personal information
All your personal data is stored confidentially. Paper documents are stored in my locked filing cabinet that I only have I access to, and electronic files are stored on my work laptop that is password protected and stored in my locked filing cabinet. My mobile data storage devices are stored securely and confidentially.

If I need to move your personal data (either physically or electronically), I will do so as securely and safely as possible.

As advised by my professional insurance company, I keep written records for seven years after we stop working together (or from when a client turns 18 years old). After this time, I will confidentially destroy your personal data.

5. Disclosure and confidentiality: the circumstances when I might share your information
I am committed to confidentiality and providing privacy and protection for your personal data. However, there are some exceptions where it may be necessary for me to share your personal data with other people (a third party). Where possible, I will seek your consent first.

These exceptions are:

- **Supervision**: this is an integral part of my practice where I reflect on my work with a qualified clinical supervisor, supporting me to maintain the quality of therapy I offer and properly carry out my work.
- **Safeguarding**: if I develop any concerns that you, or someone you know, is at serious risk of harm, I am legally obliged to inform the appropriate authorities. Where possible, I will seek your consent first.
- **Legal reasons**: if you disclose something that relates to acts of terrorism, I am legally obliged to pass this onto the appropriate authority.
- **In the event of an unexpected emergency where I'm unable to contact you**, my clinical executor (an appointed and qualified therapist) will get in touch with you. They will only access your name, phone number, and session date and time in this situation.
- **In the event of an unexpected situation when I'm no longer able to practice** (due to illness, accident, change of circumstance or death), my records will continue to be stored confidentiality for up to seven-years by my clinical executor.

I also use the following providers (third parties) to support my services. All accounts are password protected.

- **Website provider**: my website hosting is provided by Kualo. They collect data about how and when my website is accessed, including IP address, device type, date and time, in order to maintain and manage the website. I also have access to this data. For more information about Kualo, please visit: https://www.kualo.co.uk/
- **Email provider**: My email provider is Microsoft, and I use Microsoft Teams for online meetings. Please see their privacy policy: https://www.microsoft.com/en-gb/trust-center/privacy?rtc=1
- **Newsletter provider**: I use Mailerlite for my newsletter, which stores your email address, name and choices about what information to receive from me when you subscribe. Please see their website for their privacy notice: https://www.mailerlite.com/legal/privacy-policy
- **Additional email provider:** For some work, I also use proton mail. Please see their website for more details: https://proton.me/mail
- **What's App:** I use what's app as a back-up for online meetings and as a way to communicate (e.g. messages and phone calls). Please see their website for more details about privacy: https://www.whatsapp.com/privacy
- **Zoom**: I occasionally use the free Zoom app for online meetings. Please see their privacy statement: https://www.mailerlite.com/legal/privacy-policy
- **Online Booking System**: I manage my bookings through a secure, encrypted online booking system (Write Upp). Consequently, your name and contact details are held on this booking system, only for as long as we are working together. For more information about Write Upp and privacy, please visit: https://www.writeupp.com

- **Banking:** My business bank account is with the Co-operative Bank. Please see their privacy policy: https://www.co-operativebank.co.uk/pdfs/bank/global/privacy-notice.pdf

6. Your rights regarding your personal information: These are:

- **The right to be informed**: you have a right to know what personal data I hold about you, why I have it, how I use it, and how I store it. I will explain this in person and through this privacy notice.
- **The right to access your information**: you can request a copy of the personal data that I hold about you.
- **The right to rectification**: you can request your personal data to be changed and updated if it is inaccurate or incomplete.
- **The right to erase your information**: you have a right for your personal data to be deleted when there is no good reason for it to be continually held. There are specific circumstances where I may not be able to comply with your request.
- **The right to restrict data processing**: you can request a restriction or suppression of your personal data. There are specific circumstances where I may not be able to comply with your request.
- **The right to object**: you have the right to ask me to stop processing your personal data. There are specific circumstances where I may not be able to comply with your request.
- **The right to data portability**: you are entitled to obtain and store your personal data for your own purposes.
- **The right to raise a concern**: you are entitled to raise a concern with me and / or with the ICO.
- **The right to withdraw your consent**: You can withdraw your consent at any time, either by contacting me on email or telephone.

If you wish to exercise any of these rights, please email me your request and once I have received it, I will respond within one month.

My commitments:

- Your personal data is very important to me, and I am committed to ensuring that it is kept confidential and your privacy protected.
- I aim to be as clear, open and transparent about why I collect your personal data and what I do with it.
- I endeavour to ensure the personal data that I collect about you is accurate, adequate, relevant and limited. I will not hold more information than is needed.
- I regularly review this policy, updating it where necessary.

If there is anything you are uncertain about, please don't hesitate to get in touch. I'm very happy to answer any questions you may have.

Kirsty Weedon (She/her)

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