

**Kate Milne**

**Member of the British Association of  
Counselling and Psychotherapy**

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## **General Data Protection Regulation (GDPR) Privacy Statement (25<sup>th</sup> May 2018)**

ICO (Information Commissioner's Office) Registration Reference Number: Z3183610

The General Data Protection Regulation (GDPR) is concerned with the personal information about you that I collect, store, and share. This statement details my GDPR policy.

### **Identity and Contact Details of the Data Controller / Data Processor**

For the purposes of the GDPR Kate Milne will be the 'Data Controller' and the 'Data Processor' of the personal data you provide to me, and my address is 73 North Street, Wilton, Salisbury, Wiltshire, SP2 0HH.

### **The Purposes of Processing the Data / Why Do I Need Personal Data from you**

I collect the personal data from you in order to help me provide psychological therapy to you, receive clinical supervision and consultation, and to maintain my accounts for billing and invoicing.

### **The Lawful Basis on which I Collect the Data**

I collect personal data from you with your consent and as part of the contract between us. This includes certain personal details such as: your name, gender, date of birth, address, telephone numbers, email address, GP details, occupation, education, details of family and close relationships, counselling /therapy history, medical conditions, medication, substance use, emotional & psychological issues. If you fail to provide certain data, such as your GP's details, I may not be able to continue working with you.

### **How I Process your Personal Data / Who I Share your Data with**

I have regular supervision/consultation with other therapists (psychologists and psychotherapists) for my own professional development and the wellbeing of clients. I will discuss some personal details in these consultations. You are never identified by your full name in these sessions. My supervisors are bound by the same rules of confidentiality, code of ethics, and GDPR requirements.

If you were referred to me via an organisation, then there may be particular parts of your personal information that will be shared with that organisation. I will make it clear to you at the start of therapy what information may be shared.

**Therapeutic Will:**

In the case of my serious illness or death, your name and contact details will be shared with my Therapeutic Executors. This is so you can be contacted if you are still in therapy with me. They will also be responsible for safely disposing of the personal information I hold on you. As professional psychotherapists, they are bound by the same rules of confidentiality, code of ethics, and GDPR requirements.

**Emergencies:**

If I have reason to believe that you intend to harm another person/organisation (e.g. terrorism), or yourself, the law may require that I inform an appropriate authority without seeking your permission. In such a situation, the law may require that I share your personal information without your knowledge. Depending on the legal requirements I would always endeavour to discuss this with you in advance if possible or appropriate. It is also the law that a judge can require the release of clinical notes without your permission, and I would be bound by law to release them. Again I would endeavour to discuss this with you in advance if possible or appropriate should this occur.

**How I Store your Data:**

**Paper:** contact details, business and therapy contracts, personal information, psychometric tests when completed, intake/assessment/history taking notes, occasional email correspondence, brief therapy process notes, diary entries and invoices. All paper files/notes are stored in a locked filing cabinet in my office.

**Digital:** I keep your name, phone number and email address in my smart phone (whilst you are in therapy with me). I access my email account through my computer and smart phone and ipad. All these devices are password protected. I keep brief therapy process notes in a coded form on my computer. These are password protected. I may record certain sessions, with your permission, as electronic files for the purposes of supervision and supporting my work with you. These are password protected.

**Website:** No personal information is stored on my website. For my website privacy and cookie policies please see my websites: [www.katemilneconsulting.com](http://www.katemilneconsulting.com).

**How I Erase your Data:**

I delete electronic emails and SMS/texts within one month. I may occasionally keep copies in paper form if appropriate.

I delete recordings of our sessions within one month. I may occasionally ask you if I can retain a recording for the purposes of an exam and I will obtain your specific written consent for this. Any recording retained for this purpose will be deleted within one month of the exam for which it is used.

I will delete your name, phone number and email address from all my electronic devices within three months of us finishing work together.

I may retain your remaining personal data for up to 8 years after we have completed our work together. After this time has passed, I will shred any written information and delete / wipe any information held electronically.

**You have the following rights:**

- (1) To be informed of what personal data I hold (this document).
- (2) To see the personal data that I hold about you. There is no charge for this providing the requests are not excessive.
- (3) To request that I rectify/correct any inaccurate or incomplete personal data.
- (4) To request that your personal data be erased/deleted/shredded. I can decline if the information is needed for certain reasons (such as a complaint or legal requirement).
- (5) To restrict the processing of your personal data.
- (6) To object to the processing of your personal data.
- (7) To request Data Portability – To move, copy or transfer your data
- (8) To withdraw your consent to the processing of your personal data. The withdrawal of your consent does not affect the lawfulness of the processing based on your consent before it was withdrawn.

If you wish to exercise a right under (2) – (8) above please can you provide me with a signed and dated notice in writing setting out what it is you wish to do. I will, where possible, respond to and fulfil your request immediately on receipt of your written notice in the case of (5) (6) (7) and (8) above, and within one month in the case of (2) (3) and (4)

**Data Breach Notification**

In the event of a Data Breach involving the personal Data that I hold about you I will make every reasonable effort to inform you of the breach within 72 hours of my becoming aware of the breach. I will also inform my governing bodies – BACP and UKATA - and in certain circumstances the Information Commissioner's Office, within the same timeframe

**Concerns about Management of your Personal Data**

If you have any concerns as to how your personal data is being managed you can contact the following organisation:

ICO  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)

I consent to my personal data being collected, processed and stored as set out in this agreement.

Client Signature:

Client Name (Please Print):

Date: