**Privacy Policy**

This privacy policy clarifies how I use and protect any information that you provide when you use this website. Your privacy is very important to me and you can be confident that your personal information will be kept safe and secure and will only be used for the purpose it was given to me. I adhere to current data protection legislation, including the General Data Protection Regulation (EU/2016/679) (the GDPR), the Data Protection Act 2018 and the Privacy and Electronic Communications (EC Directive) Regulations 2003. I also adhere to the ethical guidelines regarding protecting client privacy and confidentiality set by the British Association for Counselling and Psychotherapy (BACP) and the United Kingdom Council for Psychotherapy (UKCP).

**Information collected from the contact form**

Name

Email address

Telephone contact number

The information you share in the message field

**How I use the information**

To reply to your enquiry submitted via the contact form

For internal record keeping

I will **not** use your information for marketing purposes

**How I protect your information**

The data collected is used to enable effective communication between us, in a safe and ethical manner in line with EU General Data Protection Regulations (GDPR) 2018.

Your personal information is stored securely and confidentially, either electronically, using codes with password protection or in paper format, stored in a locked cabinet, coded for protection.

If you do not continue therapy with me your information will be deleted within 8 weeks.

If you engage in therapy with me, I will provide you with a further, more detailed privacy policy detailing how the personal information you share with me in the initial consultation and ongoing sessions is collected, stored, held, deleted as well as your rights to access.

Cathy Ingram 2021