Privacy Policy for Richard Hughes Therapy 2019

Your privacy is an important priority to me. I am registered with the ICO and follow GDPR principles.

In May 2018 the EU law ‘General Data Protection Regulation 2018’ was adopted by the UK. Under this law it is best policy to gain your written, signed consent to my holding of your personal data indefinitely.

Personal data is any information that can be used to identify a living person either directly or indirectly. This includes names, addresses, contact details, bank details, phone numbers, email addresses, clinical notes, referral letters, and hand-written notes. All of these falls under GDPR.

By signing our therapy contract you agree to my Privacy Policy.

I handle all personal data in a responsible, transparent manner and secure it with industry standard administrative, technical and physical safeguards.

As part of our assessment I will ask you to read this notice and give me your written permission to hold your name, address and telephone number indefinitely.

The reason for holding your information indefinitely is that we may need to access information contained within at any time, for example, if we restart psychotherapy together.

Information may be requested by a referral agency. I will never pass your information to a third party, without your consent, unless I am required to do so by law, as within the terms our confidentiality agreement.

Your details are kept in a locked filing cabinet or on password protected devices.

Please note that in the normal course of events only I have access to my filing cabinet and password protected devices. However, in the event of my death or incapacity which renders me unable to continue with therapy sessions, my Professional Will makes provision for my contact list to be accessed by my Professional Executors, who will then contact you.

Richard Hughes Therapy has a presence on Facebook. If you engage with Richard Hughes Therapy on this platform I will not collect or store your personal data. However, you need to be aware of how this website uses your data and how you can control the way they use your data.

I use Paypal for payments. All Paypal transactions are subject to the Paypal Privacy Policy. I will employ reasonable administrative, technical and physical measures to maintain the security and confidentiality of any and all Paypal data and information, including data information about Paypal users and Paypal. Paypal is also a controller when processing your information so please do read the Paypal Privacy Policy.

I try to meet the highest standards when collecting and using all data and take any complaints or concerns very seriously. I encourage you to let me know if you think that my collection or use or storage is unfair, misleading or inappropriate and I welcome any suggestions for improving my procedures.

If you wish to make a complaint you can contact the ICO or GDPR as the statutory body which overseas data protection law.

This policy is shown on this website at all times and will be updated regularly to ensure it continues to comply with the latest regulations and best practice.

If you want to speak to me about anything regarding my privacy policy you can do so by calling 07970 245 899 or [richard@richardhughestherapy.com](mailto:richard@richardhughestherapy.com)

Richard Hughes, amended 21/10/19