



Olivia Haltman
Services

PRIVACY POLICY

INTRODUCTION

This policy provides you with details of how we collect and process your personal data through your use of our website, landing pages, workshops or attending therapy sessions.

Providing us with your data, you warrant to us that you are over 16 years of age.

OH Services is the data controller and we are responsible for your personal data.

If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

Definitions:

- a) Registrants/Workshop Attendees: persons who have signed up to only receive information by email.
- b) Clients – persons who have regular therapeutic therapy sessions.
- c) Workshop Attendees: persons who registered to attend face to face or online workshops.



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YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erase of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

You can see more about these rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

1. FOR REGISTRANTS/WORKSHOP ATTENDEES:

WHAT DATA DO WE COLLECT ABOUT YOU?

- First Name
- Surname
- Phone contact details
- Email address

The data we collect are not shared with Third Parties.



WHERE DO WE KEEP YOUR DATA?

- This will be kept in a secure Mailchimp account.
- Only OH Services has access to this account and our passwords are not shared with third parties.

HOW LONG DO WE KEEP YOUR DATA?

- As soon as you unsubscribe from our contact list your data will be deleted from our account.

You can unsubscribe at any time by emailing us on: ohservices@counsellor.com or by clicking the unsubscribe link at the bottom of our update emails or newsletters.

2. FOR CLIENTS:

Please see below a table to find out how and for how long we collect your data:

<u>Data collected</u>	<u>How we store it</u>	<u>How long we keep it</u>
Name, address and email	Locked in a filing cabinet.	Our professional liability insurer advises that I keep this data for five years. After five years it will be shredded and destroyed.
Phone number	In a phone locked with	This data is destroyed



	a password. Codes are used and not names.	1 month after our work is completed
An emergency contact's name and phone number	Locked in a filing cabinet	When we complete our work, this will be destroyed
GP name and contact details	Locked in a filing cabinet	When we complete our work, this will be destroyed
Relevant medical information	Locked in a filing cabinet	When we complete our work, this will be destroyed
Artworks you may create	In a folder with your initials and date on it	You may take your artwork away with you during sessions or upon completion. Otherwise this will be destroyed upon completion.
Session notes	I keep brief session notes in paper form in a locked filing cabinet. Your name or other identifying details are not kept with your session notes	After the work has been discussed in supervision, I may destroy any notes (or parts of notes) that my supervisor and I do not consider necessary to keep for longer.



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Emails to you, and yours to me	I may delete emails after I have noted the contents (for example, emails around scheduling). Any emails that I consider it necessary to keep are retained in my email box.	I will delete emails when our work ends
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Our clinical supervisors will destroy any data they might have written down when you and I finish our work.