

EMPOWER YOURSELF THERAPY & TRAINING

Clinical Hypnotherapy, Counselling, CBT, NLP, EFT, Life Coaching & Personal Development

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PRIVACY POLICY

This privacy policy forms part of the consent and counselling contract that is discussed in an initial consultation and sets out how John Brett / Empower Yourself Therapy & Training uses and protects any personal information that you provide.

We are committed to ensuring that your privacy is protected. We ask you to consent to us collecting and processing certain information by which you can be identified when using our services. You can be assured that it will only be used in accordance with this privacy statement.

Why we collect your data:

We collect your personal data because you give us consent to do so, in order to provide Clinical Hypnotherapy & Counselling services to you as requested by you or by any agency that has referred you to us (e.g. GP or other healthcare provider, Employee Assistance Programme, Rehabilitation Company or Case Manager, Insurance Company or Solicitor).

What we collect:

We may collect the following information:

- Name
- Date of Birth
- Address
- Tel/Mobile/Email
- Gender
- Relationship / Marital status
- Details of familial relationships inc. siblings / parents
- Health information: details relating to mental health and physical health
- Credit / Debit Card information for payment processing

What we do with the information we gather:

We require this information for the purpose of:

- Professional clinical record keeping of client information
- Creating and managing a treatment plan for you
- Providing treatment to you

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place highly encrypted electronic systems and managerial procedures to safeguard and secure the data we collect which might be stored electronically, and physical security features for data which is stored in hard copy format.

Controlling your personal information—who we share information with

We will not distribute, sell or lease your personal information to third parties unless we have your explicit permission or are required by law to do so.

Information may be shared with other medical or health professionals and agencies (such as your GP) if there is a need to do so, but only with your consent. If you are referred to us for treatment by another agency then information may be shared as part of a multi-disciplinary approach to ensure the referring agency, who may retain responsibility for co-ordinating your care, is kept up to date.

You may request details of personal information which we hold about you under the General Data Protection Regulation (GDPR). If you would like a copy of the information held on you please contact John Brett, at this address: Empower Yourself Therapy, Rivendell, 4 South Scarle Lane, North Scarle, Lincoln, LN6 9ER. T: 07976 604541 Email: info@nlphypnosis.co.uk .

If you believe that any information we are holding on you is incorrect or incomplete, please email or write to us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

How long we keep your information for

The Regulation does not set out any specific minimum or maximum periods for retaining personal data. Instead, it says that: Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. See this link: <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-5-retention/>

Personal Data collected will be kept throughout the period of our working relationship. Following this, information will be kept, but is not processed, for a further 7 years for adults and 7 years following their 18th birthday for children, unless upon review it is deemed necessary to retain it for a longer period. After this period we will securely delete your information from our records.

How you can withdraw and request to be deleted from our files

If you do not wish us to make use of your Personal Information in this way, please contact John Brett (above). You have the right to withdraw consent but should be aware that doing so will restrict or prevent us from providing any agreed service to you.

You also have the right to ask to be deleted from our files, although there are circumstances in which we may not be able to comply with a request to delete your information, and if this applies, it will be explained to you.