



Privacy Notice

This Privacy Policy explains how I use and protect any information that you give to me when you use my counselling and psychotherapy or clinical supervision service. I am committed to ensuring that your privacy is protected. If you provide me with information which could identify you, it will only be used in accordance with this policy. For the purpose of the General Data Protection Regulations (GDPR), the data controller is Jo Solomon.

Information I may collect

You may give me information such as your name, address phone number and email address, by filling in forms and corresponding with me. If we agree to work together, I also make factual notes of what we discuss in our sessions in keeping with the British Association for Counselling and Psychotherapy (BACP), The UK Council for Psychotherapy (UKCP) and the Institute of Group Analysis (IGA) professional guidelines.

Uses made of the information

I use your information for the running of my business. Activities include administrative correspondence, keeping records of our work together, and keeping financial records.

Disclosure of your information

Any information that I hold about you is held in confidence. I have a legal obligation to disclose information regarding terrorism, money laundering, radicalisation and when requested by the court. I also have a professional and an ethical obligation in the case of safeguarding children, young people, and vulnerable adults.

Access to information

You can request access to the personal information that I hold about you. A person aged 13 or above has the right to make a subject access request. In the case of younger children, a legal parent or guardian may make the request. I will provide this information when lawfully permitted to do so.

You may request amendments to any personal information that is inaccurate or out-of-date.

To make a Subject Access Request, please email hello@jopsychotherapy.co.uk

Disposal of information

I safely and securely dispose of your records, including contact details, 1 year after our work ends, except where I have a legal obligation to keep the information.

I am registered with the **Information Commissioner's Office (ICO) registration number ZA543622**.

If you have a complaint about my handling of your information and it is not resolved by me to your satisfaction you can contact the ICO. <https://ico.org.uk/concerns/handling/> or tel. **0303 123 1113**.