

NOELLE BRANAGAN
PSYCHOTHERAPY/SUPERVISION/FACILITATION

GDPR Privacy Statement

The information I hold includes:

- 1) your contact details: on paper in our contract, on mobile phone and by email.
- 2) your personal information related to the sessional work we do: on paper
- 3) your next of kin contact details: on paper in the 'In case of Emergency' form

How your information is stored:

Paper based information is held in a locked filing cabinet.

Information on my mobile phone is coded and password protected.

Information on my computer is password protected and encrypted.

Sharing of your information:

I will never share your data with anyone without your written consent as per our contract.
If payment is made online your name will be recorded on my bank statement.

Retention of your information:

UKCP regulations require me to retain your records for a minimum of 3 years after your final session.

I want you to be confident that I am treating your personal data responsibly, and that I am doing everything I can to do so.

Of course, if you feel that I am mishandling your personal data in some way, you have the right to complain. Complaints need to be sent to what is referred to as the '**Data Processor**'. Here are the details you need for that:

Data Processor: Noelle Branagan

Email: noelle@change-in-action.com and nbranagan@yahoo.com

Tel: 07980607658