**Privacy and Data Policy**

**Secure Storage**

Your personal information is stored securely and confidentially, either electronically, using codes with password protection or in paper format stored in a locked cabinet, coded for protection. The data collected is used to enable effective communication during the therapeutic process, it is used in a safe and ethical manner and is in line with EU General Data Protection Regulations (GDPR) May 2018.

This work is confidential except in the following circumstances:

It may become necessary to share your data with a third party, if I feel you, or someone close to you, is at risk of significant harm. Unless the risk is imminent, this would be discussed with you before appropriate disclosure. I have a legal obligation to break confidentiality in compliance with a court order, concerns over child protection and information or knowledge regarding fraud, drug trafficking or acts of terrorism. (as explained on the client - therapist contract).

Your contact details are held securely for up to 1 year after the therapeutic process has ended and session notes will be held securely and confidentially for 5 years after the therapeutic process has ended, at which point they will be deleted or destroyed accordingly.

**Right to access**

You have the right to ask for a copy of your personal information, also the right to ask me to amend or change any incorrect information about you.

**Right to erasure**

You have the right to ask me to erase any information that I hold about you. This includes your personal information that is no longer relevant to original purposes, or if you wish to withdraw consent. In all cases and when considering such requests, these rights are obligatory unless it is information that I have a legal obligation to retain.

**Data portability**

As the client, you have the right to receive your personal information which you previously provided, and also have the right to transfer that information to another party. For the purposes of the General Data Protection Regulations (GDPR) May 2018, the data “controller” is Dr. Birte Nachtwey- Practice for Couples and Sexual Therapy.

**Informed consent and agreement**

I will ask you to sign this statement during our initial session to confirm you are happy with the way your personal information is being collected, stored and used.

I (we) hereby confirm that I have read and understood this data policy.

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Signature client 1 Date

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Signature client 2 Date