



## PRIVACY POLICY

Practitioner: Tracey Langrill PGDip (Psych) AdvDip (Couns) MA MSc MBACP MNCPs (Acc.)

Contact Details: 07762 008799 / [tjlangrillcounselling@gmail.com](mailto:tjlangrillcounselling@gmail.com)

I am registered with the Information Commissioners Office (ICO):

Ms. Tracey Jane Langrill, Registration Number ZB876417.

In line with UK General Data Protection Regulations, and as a professional registered with the Information Commissioner's Office, under the law of Consent (Article 6 of the General Data Protection Regulations (GDPR)), I am obliged as the Data Controller to share the following information regarding how your data is protected.

### 1. What information do I hold?

As a counsellor in private practice, I may collect the following information: Name, address, phone number, email address, date of birth, occupation, GP details, family relationships, previous experience of counselling/mental health support, current and past risk of suicide, details of presenting issues and any other information relevant to the service.

### 2. What I do with your information

**Contact Details:** Your contact details will be used to engage in my work with you according to our contract, including contacting you about appointments. They will not be used for any purpose other than those stated in the contract.

**Storage:** The information you give me is stored digitally on password protected devices. I do not hold paper records. Each client is allocated a Unique Reference Number (URN). I keep notes of our meetings on password protected devices; the notes will be securely deleted after the 6 years I am legally required to hold them for. Any texts, emails or other messages will be deleted after they have been read and any necessary action taken, unless they form part of your notes. Your telephone number will be kept on my mobile phone and deleted when your contract is completed.

**Sharing Information:** Your information may be shared with my clinical supervisor, a therapeutic executor who would contact you in the event of my death or being unable to work and unable to contact you myself, your GP, and those to whom I am legally obliged to disclose your information. I will never share your data with a third party unless you ask me to, or unless obliged to by a court of law. In this unlikely event, I will endeavour to inform you whenever possible.

### 3. If you have been referred via another organisation

I will comply with this other organisation's policies as well as my own. Any excess information they may give me will be deleted once they have reimbursed me for the sessions we have had.

### 4. You have a right to see the information I hold

You have the right to ask for a copy of your personal information, I am legally bound to give you a copy free of charge within one month of your request. You also have the right to ask me to amend or change any incorrect information about you.

You have the right to ask for any information that I hold about you to be erased. 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. You also have the right to receive the personal information which you previously provided and the right to transfer that information to another party.

**Your consent for me to hold this information can be withdrawn at any point.** You have the right to see any information that I hold; you have the right to ask me to change any information that you deem incorrect, and you can request for any information to be deleted (subject to legal requirements).

For the purposes of the General Data Protection Regulations (GDPR) May 2018, the data "controller" is TJ Langrill – please contact me on 07762 008799.



T J Langrill

Dated 25 March 2025 (for review 31 March 2026)