

Berny Sansome Counsellor & Psychotherapist Privacy Policy

This privacy policy will explain how Berny Sansome Counsellor & Psychotherapist uses the personal data we collect from you when you use our website.

Any personal data provided by you to the Berny Sansome Counsellor & Psychotherapist service through any means (verbal, written, in electronic form, or by your use of the website) will be held and processed in accordance with the data protection principles set out in the [Data Protection Act 1998](#) and the [General Data Protection Regulation](#) for the purposes for which you have given consent, to provide the services you have requested from us.

What data do we collect?

Berny Sansome Counsellor & Psychotherapist collects the following data:

- Personal identification information, including name; email address and telephone number

You directly provide Berny Sansome Counsellor & Psychotherapist with the data we collect via:

- The Client Information Form
- Email / phone contact
- Website enquiry form

Berny Sansome Counsellor & Psychotherapist collects your data in order to carry out the service offered in agreement with you, the client.

Berny Sansome Counsellor & Psychotherapist securely stores your data in secure locked cabinet for up to 6 months following the date of your last counselling session.

What are your data protection rights?

Berny Sansome Counsellor & Psychotherapist would like to make sure you are fully aware of all your data protection rights. Every client is entitled to the following:

The right to access: You have the right to request Berny Sansome Counsellor & Psychotherapist for copies of your personal data.

The right to rectification: You have the right to request Berny Sansome Counsellor & Psychotherapist correct any information you believe is inaccurate. You also have the right to request Berny Sansome Counsellor & Psychotherapist complete any information you feel is incomplete.

The right to erasure: You have the right to request Berny Sansome Counsellor & Psychotherapist erase your personal data, under certain circumstances.

The right to restrict processing: You have the right to request that Berny Sansome Counsellor & Psychotherapist restrict the processing of your personal data, under certain circumstances.

The right to object to processing: You have the right to object to Berny Sansome Counsellor & Psychotherapist processing of your personal data, under certain circumstances.

The right to data portability: You have the right to request that Berny Sansome Counsellor & Psychotherapist transfer the data we have collected to another organisation, or directly to you, under certain circumstances.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact: bsansometherapy@gmail.com

Changes to our privacy policy

Berny Sansome Counsellor & Psychotherapist keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 10 November 2019

How to contact us

If you have any questions about Berny Sansome Counsellor & Psychotherapist's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: bsansometherapy@gmail.com

Call us at: 07539 141411

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Berny Sansome Counsellor & Psychotherapist has not addressed your concern in a satisfactory manner, you may contact the Information Commissioners Office.