

Privacy Policy

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This privacy policy sets out how Pathfinder Counselling uses and protects any information that you give us when you contact us by any means and the lawful basis under the Data Protection Act 1998 and the General Data Protection Regulations ('GDPR' to be enacted May 25th, 2018) that permits us to do so.

You may visit our website freely without having to contact or use our services. For further details of our privacy policy specifically related to using our website please go to www.pathfinder-counselling.co.uk and follow the privacy link.

Consent to hold your personal data

Pathfinder Counselling Ltd is committed to ensuring that we protect your privacy and will seek your explicit written consent to hold personal data about you, specifically and only for the purposes of providing counselling to you. We may also analyse data you provide us with for the purposes of providing the best possible service to you.

If you make contact via this website or by phone, you will be asked to provide certain information by which you can be identified (see below).

This information is held securely and will only be used in accordance with data protection principles, our data protection and confidentiality policies and our ethical principles (contained in the British Association for Counsellors and Psychotherapists Ethical Framework for the Counselling Professions: July 2018).

We will honour the confidence and trust you have placed in us.

The basis on which we hold or share information about you is outlined below

You have the right of access to information we hold about you and to amend or ask for deletion of information that may not be accurate or correct. Please contact us if you wish to view the data, we hold about you. Pathfinder Counselling Ltd will not hold your data for longer than is deemed necessary for the purposes of counselling and following best practice and legal guidance. Please refer to our 'Retention Policy' as stated in our 'Confidentiality Policy'.

For the purpose of the Data Protection Act 1998 and the GDPR, the data controller is Pathfinder Counselling Ltd, 4A Park Street, Towcester, NN12 6DQ. You may also contact our Data Protection Officer via info@pathfinder-counselling.co.uk.

The types of personal data we collect and use

Whether or not you become a client of our counselling service we'll use your personal data for the purposes of initiating counselling for you. We collect the majority of this information during first contact and initial meeting. We will advise you if any of this data is optional.

At first contact

We will collect the following information in order to establish if we can provide you with counselling:

- Your name
- Your age
- Contact information including your email address and/or phone number

During the initial meeting

- Your name
- Date of birth
- Contact information including your phone number and email address
- Home address
- Next of kin or emergency contact
- Name and contact details for your GP
- Information about any disability or communication difficulty you may have
- Information about any medication you are taking (relevant to your reason for seeking counselling)
- A brief description of what is bringing to counselling
- Further anonymised clinical information via Clinical Outcomes in Routine Evaluation ('CORE') or similar questionnaire. This is a measurement outcome tool to track wellbeing progression at the start and end of therapy, you have the right to decline partaking in this at any time.

During counselling

- Anonymised counselling notes – your identity is protected and not included within these notes.
- Counselling notes are held separately and securely to protect your anonymity.
- You have the right to view these notes.
- These notes are the property of Pathfinder Counselling Ltd and not the client. They cannot be copied or removed from Pathfinder Counselling Ltd.

What we do with the information we gather

We collect this information to understand your clinical and other needs from counselling and provide you with a better service, and in particular for the following reasons:

- internal record keeping
- to assist with clinical assessment, and for professional supervision of how we work.

The lawful basis and purpose of holding this data is to ensure we can meet the terms for providing a contract for counselling with you.



We will also use your personal data to meet any legal obligations placed upon us – for instance when you exercise your rights to see what data we hold under data protection law or in order to meet any legal compliance placed on us; or occasions where we may be obliged to disclose information.

Your written consent will be sought at the initial meeting for the need to meet possible disclosure to other bodies.

Where we store your personal data

The data that we collect from you is **not** transferred outside the European Economic Area (“EEA”).

Pathfinder Counselling Ltd will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice and our data protection and confidentiality policies. All information you provide to us is stored securely and information held on computer is held on our secure servers. Any payment transactions via your bank will only be identified by an anonymised client reference number and no other information will be required or shared.

Unfortunately, the transmission of information via the internet cannot be completely secure. We have in place security measures to protect your personal data, but we cannot guarantee the security of your data transmitted to our site, particularly by email; any transmission is at your own risk. Once we have received your information, we will use our own policies and procedures as far as is reasonably possible to prevent unauthorised access.

Security

Pathfinder Counselling Ltd is committed to making sure your information is secure. We have in place appropriate policies and procedures to prevent unauthorised access or disclosure. There are suitable and appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect both physically and online.

Controlling your personal information

We do not share your personal information with anyone else. In exceptional circumstances we may be required by law and our ethical responsibilities to break our confidentiality with you. Further information related to limits of confidentiality are detailed in our Confidentiality policy.

Unless legal obligations prevent, we would discuss the need to break confidentiality with you first wherever possible but if you do not give consent, we may still have to disclose information. This relates to situations where you may be at risk of harm, causing harm to others, the safeguarding of children, young people and adults at risk, acts of terrorism, drug trafficking or money laundering.

Access to information

You have the right of access to the personal information which we hold about you under the Data Protection Act 1998 and the GDPR and also the right of access to your client notes.



You can contact us or email us if you wish to examine what we hold and believe that any information we are holding on you is incorrect or incomplete. Steps will be taken to correct any incorrect information that we hold. There is no charge to access this information, and it will be provided to you within one week unless circumstances require longer, but this will not exceed a month in any event.

You have the right to complain to the Information Commissioners' Office in connection with enforcement and compliance with data protection law at www.ico.org.uk

Contact us

Questions, comments and requests regarding this privacy notice, policies and procedures around privacy and confidentiality are welcomed and should be addressed to us by email to info@pathfinder-counselling.co.uk or by writing to us at our address 4A Park Street, Towcester, NN12 6DQ.