

Reflective Moment with Alison Griffiths

Privacy Notice



"A PATHWAY TO RESILIENCE AND REBUILDING"

This privacy notice outlines how I collect, use, and protect your personal information, in line with the UK General Data Protection Regulation (GDPR) and ethical standards for therapeutic practice.

Who I Am

I am a qualified and registered therapist, and I am the data controller for the personal information you provide. I am registered with the British Association for Counselling and Psychotherapy (BACP), and I adhere to their ethical framework and data protection obligations.

Information I Collect

To offer you a safe and effective therapy service, I may collect and store the following personal information:

- Your full name and contact details
- Emergency contact information
- GP details (with your consent)
- Brief personal history and relevant background
- Session notes (minimal and anonymised)
- Email or message correspondence related to our work

Why This Information Is Collected

This data is gathered in order to:

- Provide ethical, safe, and tailored therapeutic support
- Contact you when necessary (e.g. to reschedule appointments)
- Meet legal and professional responsibilities
- Support clinical reflection and supervision

How Your Information Is Stored

- Digital records are stored securely in a password-protected system.
- Any physical notes are kept in a locked, secure location.
- Only I have access to your personal data, and I take steps to ensure it remains private and protected.

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Data Retention

In accordance with professional guidelines, I retain client records for up to seven years after therapy has ended. After this period, all information is securely destroyed.

Confidentiality and Information Sharing

All information you share is treated with strict confidentiality. However, I may need to share information in the following circumstances:

- If there is a serious risk of harm to yourself or others
- If I am required to do so by law or court order
- If you request that I share information (e.g. with another healthcare provider)
- As part of clinical supervision, in a way that protects your identity

Your Rights Under GDPR

You have the legal right to:

- Access the personal data I hold about you
- Request corrections to inaccurate or outdated information
- Withdraw consent for processing (in cases where consent applies)
- Request the deletion of your data, unless legal reasons prevent this
- Lodge a complaint with the Information Commissioner's Office (ICO) if you have concerns about how your data is handled

Contact Information

If you have any questions about how your data is used, or if you'd like to make a request regarding your information, please get in touch:

Phone: 07894811454

Email: contact@reflectivemomentswithalison.com

I am registered with the Information Commissioner's Office (ICO) and committed to upholding data protection legislation. If you'd like to confirm my ICO registration or request the registration number, feel free to contact me.