

PROTECTION OF YOUR PRIVACY & DATA CJ ABLACK LTD (MAY 2018)

Dear Clients and Supervisees,

GDPR, a recently published EU Regulation has a particular emphasis on the processing of **personal data** by organisations including sole traders.

Personal data is, as I understand it, information relating to a natural person (the data subject), who can be directly or indirectly identified by the use of that data; for example by their name, ID number, online identifier such as an email address or by postal address and telephone numbers.

As a limited company (sole trader, CJ ABLACK Ltd.) I believe to be in keeping with the regulation I must ask you as my client (clients, supervisees) for consent for each purpose for which your data (personal data) will be used.

I am asking you to give your consent to me holding information on you (personal data) in the following ways:

- a. Holding a written (hard) and email copy of your name, email address(es), home address, and telephone numbers**
- b. Holding a written copy of your GP's or other healthcare practitioners name telephone number and address solely for the purpose of contacting them with your knowledge should you fall ill or appear to be unwell whilst working with me.**
- c. Holding written notes of our work together in a locked filing cabinet in my office at (office address given on form and separately to website)**
- d. Holding in my email archive any emails from you to me or me to you until we have ended our work together**
- e. I will receive from you and send texts to you occasionally in the course of our work.**
- f. I will receive from you and send emails to you occasionally in the course of our work.**
- g. I will hold banking and accounts information on your payments to me for my services**

In addition because of the confidential nature of our work together I believe it is my responsibility to inform you that I may refer to our work in my (professional and peer) supervision that is a requirement of my professional practice.

I will not share copies of my notes or your name or other identifiable material with any of my supervisors (peer or professional). However *I may share verbally some details of the issues that you bring to our work and discuss these and how I am working with you in the supervision, in confidence.* I will endeavour to keep all identifiable information about you from the content of my supervision work.

I will not share your emails and texts to me or my emails and texts to you with any other person, however as per my digital policy I must remind you that emails and texts are not guaranteed as secure data and therefore I will avoid / keep to a minimum any discussion of our work on emails or texts.

I will regularly delete all texts messages from you and to you and will not save these to other media. For example, I will not print off or save your texts in any other format, unless you specifically request me to do so at the time of sending.

Information held (your notes) are required by professional insurance to be retained for a period of time after completing the contract of working together, therefore CJ Ablack (CJ ABLACK LTD) will hold your hard copy information for a maximum period of 7 years after completion or ending of the work together.

YOUR CONSENT AGREEMENT

1. I understand and agree to the conditions set out above at a, b, c, d, e, f and g
2. I understand and agree that you (CJ Ablack of CJ Ablack Ltd) may share verbally details of the issues that I bring to our work together and I agree that you are able to discuss these matters and how you are working with me in your professional and peer supervision.
3. I understand that I have the right to request sight of any information about me kept by CJ Ablack (CJ ABLACK LTD) as set out in a – g above
4. I understand and agree that I have the right to change my consent agreement or to withdraw my consent agreement at any time. I understand that I can do this in hard copy writing, via email or verbally face-to-face
5. I understand and agree that all notes held by CJ ABLACK LTD relating to me will be kept for 7 years after completion of our work together or ending of our work together as per the requirements of professional insurance held by CJ Ablack.
6. I understand and agree that banking and accounts information will be held by CJ ABLACK LTD for a period of 7 years after completion of our work together
7. I agree to this agreement being kept both electronically and in hard copy by CJ ABLACK LTD

Please print your name and sign below to give your consent:

Name:

Signature:

Date signed:

Date received by CJ Ablack (CJ ABLACK LTD):

To be returned at next session of meeting or by email