**Full Colour Hypnotherapy**

**Privacy Notice**

**How will my data be stored?**

All data will be held securely in a password and face-recognition protected computer and iPad. Any paper notes will be stored in a locked filing cabinet. In my diary, only first names or initials are recorded alongside appointment times.

**How long will you hold my information for?**

Lisa Ainslie is a member of the following professional associations: AfSFH and the NCH. As such, she is bound by their regulations regarding the length of time Lisa should hold onto client information. These organisations insist that Lisa Ainslie hold onto your data for eight years after your final session. However, the rule for children is different, and these Organisations stipulate that their data must be held until their 25th birthday. The exception to this rule applies to young adults whose treatment ends when they are 17 years old when Full Colour Hypnotherapy must keep their records until they reach their 26th birthday. Client records will be destroyed in the January after the dates given above. This is in line with NHS regulations for holding data.

**What if I would like my data to be destroyed before this date?**

Under GDPR laws, I am professionally obliged to keep certain data for the length of the required retention time. But you can request that these notes be anonymized and that al identifying information be removed from my systems. The request for anonymization can be made to Full Colour Hypnotherapy by email. I would need to save the request for anonymization for accurate tax purposes. There is no charge for this service.

**Am I able to see or get a copy of the information held by you?**

In line with GDPR, if you send Lisa Ainslie a request in writing, specifying the data you wish to see, they will supply you with a copy of your data within 30 days. Lisa Ainslie will need to confirm your identity before sending you this information. There will be no charge for this service.

**What are your Reasons for collecting this information?**

During the therapy sessions, I will collect brief information about why you are using the service, including what you would like to achieve by coming for hypnotherapy. I will also collect a small amount of wider medical/life information. I will make brief session notes. I will also collect your contact details and your GP contact details. I will also collect basic information about your important others. All of this is gathered in order to enable me to provide an effective therapy service to you, helping you move towards your goal. I will only use your contact details and GP contact details with your explicit consent. The only exception to this rule is detailed below.

**How do I know that you will store my information securely?**

Session notes and initial consultation notes are stored in a secure online folder which is password and pin protected.

Paper notes are stored in a locked filing cabinet behind a locked door.

**Are our discussions within the hypnotherapy sessions confidential?**

Everything we talk about during our sessions is strictly confidential. Occasionally, it may be necessary for Lisa Ainslie to discuss elements of your sessions with her supervisor in order to ensure that she is supporting you in the most effective way. However, no identifying features about you will be disclosed during these discussions. Lisa’s supervisor is also registered with the ICO and abides by GDPR regulations.

There are two exceptions to confidentiality. If you were to disclose to me that you intended to harm either yourself or another, then I am obligated by my duty of care to you to inform the relevant authorities. I will always strive to discuss this with you prior to taking such action. Secondly, if I was issues with a police warrant or court order for your information, by law I would also have to provide them with this information.

**What if I see you outside of a hypnotherapy session?**

In order to protect your confidentiality, I will acknowledge you, but will avoid conversation. However, you may wish to discuss your therapy with other people and you are very welcome to do so.

**Will you discuss information about me with other health and social care professionals?**

Lisa Ainslie is only able to contact other health and social care professionals with your written consent. Should she write to your GP, to notify them that you have entered into a therapeutic relationship with him, or to notify them that your therapy has been successfully concluded, Lisa would require your consent, in line with GDPR requirements. Exceptions noted above.

**Who is the Data Controller and what is their ICO registration number?**

I am the Data Controller and my ICO number is TBC.