



Privacy Policy for Private Supervisees

v.3 - December 2020

This is to inform you that In accordance with the GDPR which comes into force on May 25th, I, Julia Scott (Data Controller for Julia Crane Counselling) hold personal and identifiable information about you, for the purposes of administering your supervision contract with me. The legal basis for holding this data is "Contract". This Privacy Policy will be updated from time to time, and you can download the latest version here: [Privacy Policy - Supervisees](#).

What data and information do you hold on me?

I hold your name, telephone number(s) and your email address. This is for the purpose of contacting you in matters relating to our supervision contract and for accounting purposes. I also hold a copy of the contract you signed.

I keep notes from our supervision sessions, for the purpose of reflection in my own supervision, for writing reports and references as required, and to refer to in the event of any complaints made against you.

Where do you store my personal data?

Your name, phone number and email address are held on password protected devices. They are also held on accounting software called QuickFile. You can read more about how QuickFile manages your data here: <https://community.quickfile.co.uk/t/privacy-policy/18934>

Supervision notes are held on a password protected iPad and backed up to Dropbox, which is GDPR compliant. You can read more about how Dropbox manages your data here: https://www.dropbox.com/en_GB/security/GDPR.

Julia Scott, MNCS (Snr Accred), MBACP (Registered)
Room 16, Pure Offices, Pastures Avenue, St Georges, Weston-super-Mare BS22 7SB
Tel: 07515336380 Email: enquiries@counsellingwestonsupermare.co.uk
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Sharing your personal data

Your name, telephone number and email address are accessible by the Data Controller (Julia Scott) and by a Data Processor who is responsible for invoicing.

How long do you keep my personal data?

I keep personal data for the duration of the contract plus 6 years (for accounting purposes), with the exception of supervision notes, which are kept for the duration of the contract plus 7 years, in accordance with the requirements of my insurance company, Balens. Emails are deleted as soon as they are no longer required or useful.

The rules about how I keep and use your information

The way I keep your information safe, and what I can do with the information, is regulated by the Data Protection Act 1998, and by new GDPR regulations which come into force at the end of May 2018.

- I can only hold information on you if there is a legitimate interest
- I can only use it for the reasons for which you gave it to us;
- I cannot share it with anyone else unless there is a lawful indication to do so;
- I must work to keep the information up to date and accurate;
- I must keep your data safe and secure;
- I must destroy it when it is no longer needed.

In addition you have a legal right to ask to see what information I keep which relates to you, and I must rectify it if there are errors.



You have the following rights

- The right to be informed that I data on you;
- The right to access a copy of your personal data which I hold
- The right to request that I rectify or correct any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased. This right must be held in tension with legal requirements, eg the requirement by HMRC to hold accounting data for 6 years.
- The right to restrict or object to my processing information about you.
- The right to lodge a complaint with the Information Commissioners Office.

Contact Details

For any queries or complaints, and to exercise your rights as listed above, please contact Julia Scott on 07515336380, email counselling@juliacrane.co.uk or write to Unit 3, Laurel House, 1 Station Road, Worle, Weston-super-Mare.

If you are not satisfied with my response, you can contact the Information Commissioners Office. You can find their contact details at <https://www.ico.org.uk>.

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