**Privacy Statement for Rachel Teare Counselling**

I (Rachel Teare, counsellor) am collecting your address, phone number, and date of birth for the purpose of arranging therapy.

I will store your number on my mobile phone until we finish the work. I will also store your personal details in my secure locked storage and will store it for 3 years in case you decide to return to counselling within that time. If after 3 years you have not resumed counselling I will dispose of your number along with all other details as confidential waste.

Under data protection rules you have rights as an individual which you can exercise in relation to the information I hold about you to correct it or delete it.

Do you agree to me using your data I this way?

Decision ………..

Signature………………

Date............................

If you wish to remove your agreement to my use of your data at any point please let me know by phone or email.

If you have any concerns about how I have handled your data, you can complain to the Information commissioners office ICO.