

# Simon Spence

## Privacy Statement



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### Introduction

- I am committed to safeguarding the confidential nature of my work and the privacy of all clients and supervisees.
- This statement concerns to how I process the personal data I hold about you.

### What is Personal Data?

- Personal data is any information which can identify you as a specific individual.
- The personal data I keep about you includes information such as contact details, and details of our meetings.

### How I use your personal data

- In our work, your personal data is used solely in order to support and enable our work together. The legal basis for this 'processing', as it is called, is your explicit consent which I seek in our initial meetings.

### Providing your personal data to others

- I will not disclose your personal data to anyone without your request and/or consent, or unless required to by Scots Law.

### Retaining and deleting your personal data

- I will only retain your personal data for or the purpose of supporting our work together.
- Your information will be held securely on a password double-protected, encrypted electronic storage system, provided by a company specializing in providing secure systems to UK health and social care organisations.
- I will retain your personal information for three years after we finish working together, at which point they will be permanently deleted.

## **Your rights**

- (a) You may request access to any personal information I hold about you;
- (b) You may correct any personal information which is inaccurate;
- (c) You may request personal information to be deleted;
- (d) You may dictate how and if I use any data about you;
- (e) You may request to take the information from my secure database;
- (f) You may complain about my handling of your personal information to my professional body, BACP.
- (g) You may withdraw your consent at any point.

If you have any questions about this, please ask me at any time.

Simon Spence

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