



Kirsty Wilson

Cognitive Behavioural Therapist

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PRIVACY POLICY

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- . Kirsty Wilson provides Psychological services including psychological assessments and therapy.
- . I understand that you have provided me with personal and sensitive information and that this information is important to you. I am committed to protecting and respecting your privacy.
- . I only collect and retain information that enables me to perform my services.
- . An e mail and telephone number is requested at the point of contact. At the point of assessment your date of birth, address, GP/Other medical Professionals details and insurance details are taken. Other information about you is collected only to support the provision of your therapy.
 - . I will only share your personal information with selected third party/parties as part of the service provision to you.
Third Party/parties include medical health professionals, private medical insurance, rehabilitation companies and Solicitors who may be funding your treatment or referring you for treatment. Your consent and permission will be required prior to this as part of my terms and conditions.
- . I protect your personal information with security features to prevent unauthorized access. This includes Password Protection on any electronically held information, a locked filing cabinet for any written information and a locked briefcase if I am transporting your personal information.
- . Any personal information/data sent via e mail is sent via G Mail which is GDPR compliant.
- . I retain your personal information for 7 years or until your 25th birthday, if you are a minor.
- . For clients who have been discharged the personal information will be held in a locked filing cabinet and password protected electronic devices. After this time the information will be destroyed.
- . You have a right to request a copy of the information that I hold about you.
- . You can withdraw your consent for your personal information to be shared with Third Parties by informing me in writing to kirstywilson637@gmail.com or to Stockbridge CBT, 2 Clarendon Terrace, High Street, Stockbridge, SO20 6EY.
- . I am registered with the Information Commissioners Office (ICO)