

Privacy Notice: Jessica Grasham Counselling

Data Controller: Jessica Grasham (ICO: ZA370272)

1. Data Collection: I collect your name, contact details, and relevant health notes to provide safe and professional counselling services. This is processed under the lawful basis of Contract (to provide therapy) and Legitimate Interests (to maintain professional clinical records).

2. Storage & Retention: * Digital data is stored on password-protected, encrypted devices.

- Paper notes are kept in a secure, locked filing cabinet.
- Records are retained securely for the period required by professional and legal standards, after which they are destroyed.

3. Confidentiality: Your information is private and will not be shared with third parties unless:

- I am legally required to do so.
- There is a serious risk of harm to you or others.
- I am discussing my work with my professional supervisor (where your identity remains anonymous).

4. Your Rights: You have the right to access your data, request corrections, or lodge a complaint with the ICO if you have concerns about your data privacy.

Contact: For any data inquiries, please email jessicagrashamcounselling@gmail.com