



Information and privacy notice – supervisees

Why I record and store personal information

There is some personal information that I need to hold in order to provide my service to supervisees. I aim to keep the information I record to a minimum. At the outset of our work together my supervisees give specific consent to my keeping this information.

The information I record and how I store it

For each of my supervisees I record the following:

What	How
Their name, address, email address, telephone number. In the case of counselling trainees – the name of their training provider	On paper, as part of an information and privacy agreement signed by the supervisee. Stored in a locked filing cabinet.
Email address	In the email contacts folder on a laptop computer. This is deleted after contact ends. Access to the laptop is password protected.
Telephone number	In the contacts folder on a dedicated business mobile 'phone. Access to the phone is protected by a pass code.
Session notes	On paper and handwritten. I use the supervisee's first name and initial of their surname and, when appropriate, the name of their employing agency. Clients are referred to by first name of initial. Stored in a locked filing cabinet, except for most recent sheet which I carry with me when working and which is not left unattended unless under lock and key.
Text messages	On a dedicated business mobile 'phone
Email from supervisees	Saved to a specific folder on a password protected laptop computer and deleted after one month.

How I use the information I store

Contact information enables me to communicate with my supervisees between sessions. My session notes help me to remember and reflect upon what my supervisees have shared with me, thereby enabling me to work with them as effectively as possible.



How long I store information for

A supervisee's information that I store electronically will be deleted within one month of my work with them ending. I keep paper records for six years. This is to enable me to respond to any complaints or other issues that might arise after our work has ended. If a supervisee asks me to delete/destroy records within these time periods I will do so.

Sharing information with third parties

As a member of the British Association for Counselling and Psychotherapy (BACP) I am required to receive regular supervision of my work. This involves me discussing with my supervisor what my supervisees share with me. In doing so I do not mention the names of my supervisees or their clients or share with my supervisor any other details which might enable them to identify my supervisees or clients.

I will share a supervisee's personal information with a third party if that client asks me to do so or if we agree that doing so would be in their interest. When possible, I will share this information in electronic form copied to the supervisee.

I may share information with relevant authorities in order to ensure the safety of children or vulnerable adults. I will also share information if legally required to do so e.g. if that information relates to drug dealing, money laundering or terrorism or if a subpoena is issued requiring me to submit my session notes to court.

Supervisees' access to information, correction of inaccuracies and concerns about my data management

If a supervisee asks me for a copy of any of their personal information I will do so within 30 calendar days. In the case of session notes or other records held on paper these will be a PDF copy. I will make no charge for meeting any reasonable request for access to information. If a supervisee believes that I hold information relating to them that is factually inaccurate I will correct it at their request. If a supervisee believes that I am managing their information incorrectly they have the right to complain to the Information Commissioner's Office.

Information breaches

If I have any reason to believe that a supervisee's information has been accessed without authorisation I will:

- inform the supervisee as soon as I am able and agree actions they would like me to take for their protection
- report the matter to the police, if appropriate
- take any necessary action to protect other information that I hold