

Privacy Policy and Data Protection

The purpose of this statement is to inform you of the personal information I collect and hold about you, the reason I collect this, and your rights over your personal data.

I collect your email address when you enquire about therapy with me in order to set up our initial appointment. Any further personal data provided by you during the course of our work together, whether you disclose this verbally or in writing, will be held and processed in accordance with the data protection principles set out in the [Data Protection Act](#) and the [General Data Protection Regulation](#). This includes contact details, your availability for sessions and any other personal information you supply over the course of therapy.

I am registered with the Information Commissioner's Office (ICO) and undertake to use the details you provide solely for the purposes to which you have consented, and in order to provide the psychotherapeutic services you have requested from me. I will use them exclusively in the interests of this work.

I will not share your personal details with any other person or organisation without your knowledge and permission, unless I am required to do so by law. (Please see my Therapy Agreement).

If you would like to see the information I hold about you, or would like to correct, update or delete any records please contact me by email at Charlenemallorca@outlook.com

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