

PRIVACY POLICY

Trust means a lot to me.

So I'm always clear about how I collect, store and handle your personal data.

This privacy policy describes how Aneet Kaur Counselling uses, maintains, and discloses information collected from clients accessing counselling or any other services facilitated by Aneet Kaur Counselling. This privacy policy applies to counselling, supervision, workshops, and services offered by Aneet Kaur Counselling face-to-face, online, by telephone, or at workshops.

This policy is updated from time to time. The latest version is published on this page. This website privacy policy was updated on: 19 July 2019. If you have any questions about this policy, please email: aneet@aneetkaur.com.

The data I collect

Here's a list of how I collect data:

- When you contact me.
- When you engage with me face-to-face, online, or via social media.
- When you fill in any forms. For example, contact and sign up forms.

I may use this data:

- For internal records.
- To contact you in response to a specific enquiry or appointment request.
- Where safeguarding issues arise, it may be necessary to share your personal data with your GP or other relevant agencies (for example, the police).
- I will use your personal data, with your consent, to keep you informed by email or social media. You are free to opt out of hearing from me at any time by updating your preferences.

My notes

I write a few notes after each session or meeting. These are handwritten and are not put onto a computer. These notes are kept in a locked confidential drawer and are not attached to your personal information (for example, name and contact details). These notes are kept for seven years, as specified in the Professional Conduct Procedure of the British Association for Counselling and Psychotherapy.

After seven years, your sessional notes will be disposed of as confidential waste. If you have any concerns about how I handle your sessional notes, you can contact the British Association For Counselling And Psychotherapy.

Keeping your data secure

I store your personal data in a locked filing cabinet. I also input your contact details into a work phone and email address book for the duration of your counselling sessions. This is for the purpose of making contact with you in case of an emergency or to change an appointment.

All personal information will be immediately destroyed in the confidential waste after an electronic enquiry. For example, after an enquiry made via my contact page is concluded. After the service or contract has ended, Aneet Kaur Counselling immediately disposes of your personal data as confidential waste.

Third party websites

Content on my website links to the sites of other third parties. Aneet Kaur Counselling does not control these websites and therefore is not responsible for how they collect data, store, or use information. If you have any concerns about how your data will be handled you can contact the Information Commissioner's Office: www.ico.org.uk.

What are cookies and why are they used?

To give you the best possible experience, this site uses cookies. You can use cookie settings on your web browser to control how this website uses cookies. For example, if you do not want this website to store cookies on your computer or device, please set your web browser to refuse cookies

By continuing to use the website, you agree to the use of cookies. Cookies are small files, which are stored on a user's computer. They are required so that a website can recognise the same user clicking from page to page.

I may use cookies to analyse web traffic using an analytics package. This usage data helps me to improve the website structure, design, content and operations.

Cookies do not provide access to your computer or any information about you, other than that which you choose to share.

Any questions?

If you have any questions that haven't been covered, please contact aneet@aneetkaur.com