



MB Counselling Privacy Statement

MB Counselling complies with the Data Protection Act 1998 (the "Act"). For the purposes of the Act, Malcolm Bateup MB Counselling does not employ staff and is the sole owner CEO and Therapist and therefore is the data controller and sole owner of the personal data collected on the Website. MB Counselling does not sell, share or transfer this information except as set out in this Privacy Policy.

We use up-to-date industry procedures to keep personal data as safe and secure as possible and to protect against loss, unauthorised disclosure or access. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

The Act gives you the right to access details that we hold about you. Your right of access can be exercised in accordance with the Act. A small fee may be payable in respect of any access request.

The GDPR outlines clearly that anyone processing data should be able to demonstrate how and when consent was obtained and that it was obtained for specific, explicit and legitimate purposes. You might find it useful to review how you currently obtain consent. Explicit consent requires a very clear and specific statement of consent – don't use pre-ticked boxes or any other method of default consent.

Who will your information be shared with?

As a client the information you voluntarily provide to us will only ever be shared on a need to know basis within MB Counselling and always in accordance with our General Data Protection Regulations responsibilities. We will not sell, distribute or pass your personal information to third parties unless we have your explicit permission or are required by law to do so. We will only share your personal data with organisations and individuals that you give specific permission for us to share with and whenever we share your information, we always require strict compliance with the General Data Protection Regulation from the third party. We would like permission to share your data with the following persons / organisations, but we require your specific written permission to do so. The people / organisations that we would like to share information with are

You have the following rights under the General Data Protection Regulations

- **The right to be informed:** by receiving this briefing we are informing you of your legal rights
- **The right of access:** you can access your data free of the charge on the first request within one-month subject to a written request being submitted

- **The right to rectification:** we will correct our records within one month if your data is incomplete or inaccurate subject to a written application being submitted
- **The right to erase:** subject to you submitting a written application
- **The right to restrict processing:** subject to you submitting a written application
- **The right to data portability:** if you wish to make your personal data available to another organisation then we can supply the new organisation with your data subject to you giving explicit written permission for us to do this.
- **The right to object:** should you wish to complain about how your data is being handled then please use our complaints procedure which our staff will be happy to give you access to.
- **Rights in relation to automated decision making and profiling:** does not profile. MB Counselling or carry out automatic decision-making using personal data. However, should this situation change we would seek your written permission to do this.

As previously, individuals will still be able to request copies of all the data you hold on them via a subject access request. If you want to refuse a request, you must demonstrate that you have met the criteria for doing so. Currently, you can charge £10 to the individual making a subject access request. Under the new GDPR, this has been scrapped. The timescale, for responding to a subject access request has been reduced from 40 calendar days to 30. In exceptional circumstances, this period can be extended but you must explain from the outset why.

For more information on how you can access your records, correct any inaccuracies or object to any information we keep under the Data Protection Act please go to <https://www.gov.uk/dataprotection/the-data-protection-act>

Malcolm Bateup MB Counselling is a registered with the Information Commissioner's Office (ICO) (**Registration Number: ZA352521**)

Client Data Processing Permission

I give my permission for MB Counselling to process my personal data. My data may only be shared with the persons and organisations named on the form that I have signed, and any further sharing of my personal data would require my explicit written permission to do so. I have had my General Data Protection Regulations rights explained to me.

Client full name _____

Date signed _____