

## General Data Protection Regulation (GDPR) Agreement

This document details information regarding Aimsir Psychotherapy's adherence to GDPR regulations. Please read the document with care.

This agreement defines how any personal data collected from you, or that you provide, will be stored and processed.

### How your personal information is collected

- Information you provide by emailing via [www.aimsirpsychotherapy.ie/contact](http://www.aimsirpsychotherapy.ie/contact) and via any therapy directories (IACP or IAHIP or Therapy Hub) or by phone to request further information about my psychotherapy service.
- Email at [ciaran@aimsirpsychotherapy.ie](mailto:ciaran@aimsirpsychotherapy.ie)
- Telephone at 086 827 7169
- You may complete a paper Registration Form
- Client Progress Notes will be documented
- Regarding online therapy, Aimsir Psychotherapy uses [www.doxy.me](http://www.doxy.me). This platform is securely encrypted and sessions are not recorded.

### Where your personal data is stored

- Personal data collected from you via any form of contact by email or phone will be kept securely.
- The Registration Form and Signed Therapy Contract will be electronically scanned and stored on a computer (cloud storage) with two-factor (password) authentication. The paper copy will be destroyed.
- The Client Progress Notes are stored on a computer (cloud storage) with two-factor (password) authentication.
- All steps that are reasonably necessary to ensure your data is treated securely in accordance with this privacy policy, are taken.

### Uses made of the information;

- Your contact information is used to provide you with information of the service that you request regarding Aimsir Psychotherapy, and to allow reasonable communication between a client and psychotherapist e.g. scheduling.
- Client Progress Notes are documented to carry out obligation arising from the Aimsir Psychotherapy Contract as agreed between the client and psychotherapist.
- As part of the commitment to providing a professional service, your psychotherapist attends Supervision regularly. This is bound by a confidential contract (separate to this agreement) and to protect your identity a pseudonym is used so you are not identifiable to a third party.

### How long your information/notes are retained

- Text communication and emails are deleted once a month. Relevant notes of your email or text communication in the Client Progress Notes will be recorded where it is pertinent to psychotherapy.
- Your contract, registration form, any letters relating to you that you have shared and have been received will be retained e.g. from Psychiatrist, College, GP, An Garda Siochana, etc. Electronic copies of these documents will be securely saved and paper copies will be destroyed immediately. All these electronic documents will be retained during your therapy and they will all be destroyed 7 years after your therapy ends.

### **Your rights;**

- You are entitled to view, amend, or delete the personal information that is held by Aimsir Psychotherapy. All requests have a month to be carried out.

### **In the event of a data breach**

- Aimsir Psychotherapy has a legal obligation to report a data breach to you and the Data Protection Commissioner (DPC) within 72 hours.

### **Disclosure of your personal information;**

- In the event of incapacitation or death of your psychotherapist, your personal contact information will be disclosed to the clinical Executor of the psychotherapist's Professional Will so that the Executor can notify you. In the event of your psychotherapist's death the executor will also destroy all client contact information and notes.
- If Aimsir Psychotherapy is under a duty to disclose or share your personal data in order to comply with a legal obligation. For example, if your psychotherapist is subpoenaed to court, or as a legal requirement such as safeguarding children or vulnerable adults, terrorism or money laundering.

### **Changes to the GDPR Agreement**

- Aimsir Psychotherapy will notify you of any changes made to this privacy policy in the future.

### **Consent to the GDPR agreement**

- Your use and undertaking of the psychotherapy services of Aimsir Psychotherapy constitutes your approval and acceptance of this agreement. You are consenting to Aimsir Psychotherapy using, and storing your personal information, you have disclosed to me, as detailed above. You have the right to withdraw your consent at any time.