

7 Swans Therapy Lincs is a counselling service that stores data only for therapeutic purposes.

Data is collected using a client's name, age, address, email, telephone number, demographic and clinical requirements. This is used for assessment purposes and for session bookings.

Anonymising System

Clients' data is stored in hardcopy form using a system of client code reference numberings, to anonymise any notes.

Session Notes

Any hand-written notes taken during the sessions are not retained. A brief factual precis of the session is stored confidentially using a digitally secure system.

Sharing Data

A brief outline of work is required to allow for interim referral [to an alternative counsellor] in the event of your counsellor's ill-health or incapacitation.

For ethical purposes, where casework might be discussed anonymously within the confines of professional clinical supervision, data will be used for clinical reasons.

On occasion when additional professional or medical support is required, this may involve a referral which will include the sharing of information. If it is deemed most appropriate for the protection a client's wellbeing, professional or medical services will be contacted directly, in accordance with safeguarding responsibilities.

Other than for the purpose of referral, 7 Swans Therapy Lincs will not share your data and will not use your data for marketing purposes.

Storing Data

Data is stored in hard copy form within a lockable filing cabinet. Storage of the client code referencing numbers is password protected. Client notes are kept throughout the duration of the work and for a further 5 years.