



Sarah Lambert MA, MBACP

Through The Woods Therapy



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1. The law requires me to tell you what information I hold about you, and how I use it.
2. In coming to counselling, I ask for your name, date of birth, address, phone number(s), email address, prescribed medication, previous experience of counselling. This information is stored securely on a Client Information Sheet electronically, on my password protected OneDrive account.
3. I store your contact details on my (work) mobile phone. Your email address and correspondence are stored in my Outlook account.
4. I keep the above information to identify you among my clients and to be able to contact you regarding sessions.
5. I keep the Counselling Contract and the Privacy Policy I asked you to sign.
6. I keep brief session notes and these are stored securely on a password protected computer.
7. I use the session notes for recall, and for professional reflection. The latter includes a monthly consultation with my supervisor, trained and skilled in helping me think about how I am working and how to continually improve my practice.
8. I share your contact details with a "Therapeutic Executor" - someone who will be able to contact you should I be incapacitated or die while you're still having sessions with me.
9. When we have finished working together, I will erase electronically stored data.
10. I will keep session notes for three years after we finish working together, in accordance with the statute of limitations of my professional body (BACP). I will then delete them.
11. Online work is done on BACP approved confidential, encrypted platforms. You may want to make yourself aware of the data usage terms of the platform we agree to use.
12. You have the right to know what information I hold about you; to see it; to correct it; to withdraw consent to me using it or keeping it; to ask for it to be erased.
13. I will give you a copy of this Privacy Policy.