

PRIVACY POLICY – Jnanamati Williams, Art Psychotherapist (JW Therapy)

In line with the General Data Protection Regulations (GDPR) that came into effect on May 25th 2018 the following details my privacy policy

Personal information I will request.

1. Name, date of birth & contact details (telephone number & email address)
2. GP details

I will store your personal information in a locked cabinet. At the end of our work together I will retain your name and contact number for three years. All other personal information will be deleted.

Notes: I will keep brief anonymised session notes. I do not share these notes with any third party. These notes are used solely as an aide memoire for supervision (see below). These are destroyed after each supervision consultation.

Artwork: I will keep your artwork in a secure folder in my consulting room. Your artwork belongs to you and you may prefer to take it home at the end of each session. However most people prefer for images to be held until the end of the therapy work. If you do not wish to take your artwork home at the end of our work together I will dispose of it securely.

Supervision: I receive regular consultative support for therapeutic work & discuss relevant content about our work together at supervision sessions. This includes any images (or photo's of images) you make. No personal information that identifies you is disclosed to my supervisor.

Communications: Your email address and correspondence will be stored in my email account (Gmail) if you contact me this way. Your telephone number will be anonymously stored in my smartphone. In order to maintain confidentiality I recommend that after we have begun working together that electronic communications such as e-mail & SMS are only used for the purposes of arranging appointments. I will delete your phone number and e-mail address at the end of our work together along with any e-mails and texts we have exchanged.

In the unlikely event I feel you present a serious risk of harm to yourself or someone else I may need to share information from our sessions to your GP. This will only include content that is directly relevant & I will always endeavour to discuss this with you first before doing so.

I will not disclose any personal identifying information to a third party unless this pertains to a matter of the law or when it pertains to a statutory obligation with regard to a safeguarding case.

Complaints: If you have a complaint about your therapy please try to raise this with me. Otherwise you can contact the Health Care Professions Council, the professional body for Art Therapists/Art Psychotherapists

If you have any questions regarding this policy please do not hesitate to contact me.

My data protection (ICO) number is: ZA437728