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## **PRIVACY STATEMENT**

The **General Data Protection Regulation (GDPR)** is concerned with the personal information about you that I **collect, store** and **share**. This document details my GDPR policy.

### **Personal Information I will Collect**

As I psychologist I will collect both personal and sensitive data. The reason I collect your personal information is to enable me to deliver psychological therapy. I collect information at the point of initial contact (which might be email, website contact page or phone call) as well as during the initial assessment session and any subsequent therapy sessions. The information I collect may include the following;

- Name
- Gender (or preferred identity)
- Age
- Date of Birth
- Relationships
- Occupation
- Address
- Telephone/SMS number/Whats App contact details (plus permission to send SMS and Whats App message and leave voice messages)
- Email address
- Psychological therapy history including any current or historical psychiatric diagnoses.
- Medical conditions relevant to psychological therapy
- Prescribed medication
- Current psychological difficulties
- Historical psychological difficulties
- Lifestyle and social circumstances
- Risk information such as suicidal and self harming history and alcohol and drug use

### **Information Storage**

I have implemented technical measures to ensure your personal and sensitive data remains secure. Your information may be stored in the following ways;

- **Paper;** written notes which will include the initial email you sent or website contact sheet, therapy contracts, assessment record, brief session notes, GDPR agreement, client code (linking documents).
- **Smartphone;** I will store your contact information in a plain-text note app that backs up to my iCloud. This allows me to contact you if needs be but keeps me revealing this information to other applications (i.e. not using Contacts app on my phone).
- **Email/SMS/WhatsApp;** your email address and correspondence will be stored in my email account by nature of you contacting me. Your telephone number may be stored in my SMS or WhatsApp should we exchange messages this way. Electronic correspondence will also be held by the corresponding app (Mail, Phone's SMS, WhatsApp).

- **Website;** The privacy policy on my website clarifies how information is collected and securely stored. You will be asked whether you agree to the privacy policy when completing the contact form.
- **Dropbox;** Should you wish for us to share documents via dropbox I can set us up a shared dropbox account and all the information shared will be held by us and dropbox.
- **Audio-recordings:** Any audio recordings of our sessions by me will be stored on a secure voice recorder until they are uploaded onto a hard drive/ i Cloud (they are then deleted from the voice recorder). For the purposes of supervision/ therapy accreditation. This may require the audio recording being sent to a 3rd party accredited supervisor (e.g. via Google Drive/ Dropbox). If it is considered appropriate for you to audio-record our sessions, please be advised that these are for your own personal use and not to be shared with any other parties or uploaded to other platforms/ internet. Should any violation of this condition occur, this would represent a violation of the boundaries of our therapeutic agreement and may result in therapy being terminated or legal action.
- **ADOS Video recordings:** Any video recordings for the purposes of ASD assessment will require additional consent and are securely stored on the video camera until they are used for the purposes of ADOS coding. In the uncommon event of needing to share this information with an ADOS co-rater, the video will be copied onto a DVD and sent securely in the mail or shared via Dropbox. Once recordings have been utilised for their purpose (DVDs are destroyed and video camera recordings and Dropbox files deleted).
- **Hard drive/ iCloud:** I will store brief electronic notes of each client contact for the purposes of treatment planning and record keeping electronically on an encrypted hard drive which is backed up onto iCloud.

#### **How I may Process and Share your Personal Information**

- **Supervision/ Accreditation;** I have regular supervision with other qualified psychologists and therapists. Supervision is for my practice to ensure I am adhering to professional standards and evidence based ways of working. Once audio recordings have been used for supervision/ accreditation they will be deleted by myself and any 3rd party accredited supervisor.
- **Therapeutic Will;** Your name and contact details will be shared with my Therapeutic Executor. This is so you will be contacted in the event of my death, should you still be in therapy with me.
- **Emergencies;** If your health is in jeopardy I may share your contact information with an emergency healthcare service (e.g. Mental Health Crisis Team). If I have become aware of your intent to cause harm to yourself, another person or organisation (e.g. terrorism) my professional codes of conduct and the law may require that I inform an authority without seeking your permission. In such a situation, the law may require that I share your personal information without your knowledge (known as whistle-blowing).
- **Erasing Your Information;** When we have finished working together, I will hold onto your written information for up to six years past the end of our work together. This is in line with professional code of practice and is for example so that I have a reference of our work in situations such as you returning to psychological therapy in the future. After this time has passed your paper records will be professionally destroyed although I am required to keep electronic data (e.g. reports) for up to 20 years following our final session. Audio and video recordings will be deleted if no longer required for purposes of supervision/ assessment/ accreditation.
- **Correspondence:** It may be appropriate to write to your GP or medical insurance company. Any correspondence will be discussed with you. If you would like to check such reports or letters prior to me sending them, please state this at the time of our discussion. Correspondence is copied to you as the client.
- **Confidentiality and duty of care:** All the information you share with me is confidential with the exception if I suspect a risk of harm to you or someone else. In this case, I would discuss any risk with you and how we best manage it, which may include involving your GP, other care agencies or family members if appropriate. Only information related to managing the risk is shared.

#### **Your Rights**

You have the following rights...

- To be informed what information I hold (i.e. to be given this document)
- To see the information I have about you (free of charge for the initial request)
- To rectify any inaccurate or incomplete personal information
- To withdraw consent to me using your personal information
- To request your personal information to be erased (though I can decline whilst the information is needed for me to practice within my own professional code of ethics and conduct).

If you wish to assert any of these rights you should contact me.

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