

Lisa Gorman - Privacy Policy:

I am a registered member of the Information Commissioner's Office (ICO).

The privacy policy informs you how I use and protect the information you provide when you use my website. I am committed to safeguarding your privacy and keeping it protected. If I ask you to provide certain information which means you can be identified, then you can be confident that it will only be used in accordance with my privacy statement. I may update my policy where necessary. Therefore, it is a good idea to check this page occasionally to ensure that you are happy with any changes. The policy is effective from May 2018.

What information I collect

I may collect the following information when you fill out a contact form: Name and contact information including email address and phone number, postcode, or information significant to your mental and physical health. Information I may additionally collect and administer that you provide if you choose to participate in therapy sessions. I may collect details of your visits to the website, including but not limited to, traffic data, location data and other communication data, whether this is required for invoicing purposes or otherwise.

What I do with your information?

Both personal and sensitive data is held by me to provide the best possible service to you and to ensure that I continue to offer the highest possible standards in delivery of care to all clients. I use the information for the following reasons: I may keep brief notes, proportionate and helpful. I may contact you by email or phone. I may use the information you provide to improve the website to help improve clients' experience. All personal information will be kept in accordance with, Data Protection Laws 2018. You will also be asked to consent to each different proposed use of your information and you will not be asked to give blanket consent during our first meeting when signing the Therapy Agreement Form.

Security measures in place

I am required to safeguard your information and keep it secure. Any information provided by you will be treated as strictly confidential and will only be used for assisting you during your art psychotherapy/psychotherapy sessions. In order to prevent unauthorised access or disclosure, I have security measures in place, physical, electronic and managerial procedures to safeguard and secure the information I collect online or during your sessions. Brief notes after a session, along with any images a client makes will be kept and stored securely in a locked cabinet. All personal information and images will be kept in accordance with, Data Protection Laws 2018. Access to online data is password protected. I will never ask you for credit card numbers. As required by my professional bodies personal records are kept for the period of six years after which time they may be destroyed in accordance with guidelines on the destruction of sensitive information. Under the Data Protection Act 2018

Cookies: What they are and how I use them

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets us know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. I use traffic log cookies to identify which pages are being used and are most helpful to clients. This helps me analyse data about webpage traffic and improve my website in order to adapt it to client's needs. I only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help me provide you with a up to date and relevant website. A cookie does not give me access to your computer or any information about you, other than the information you provide. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

My website does contain links to other websites of interest and governing bodies. However, once you click on the links to leave my website, it is important to note that I have no control over the other websites. I am not responsible for the protection and privacy of any information which you provide whilst visiting the sites. The sites are not regulated by my privacy statement. Please be cautious and check the privacy statement applicable to the website you are visiting.

Control of personal information and how to access it

I will not sell, distribute or lease your personal information to third parties unless I have your permission or I am required by law to do so. As a member of HCPC & BAAT professional organisations, it is mandatory to attend regular supervision. When I meet with new clients I will ask them to sign a, Therapy Agreement Form before therapy commences. Only with your consent will I discuss the work I do with you and the images you may have made with an Art Psychotherapy Supervisor, from time to time. Any information that a Supervisor receives is also treated as strictly confidential and subject to the same ethical criteria as a HCPC & BAAT Registered Art Psychotherapist and the Data Protections Act 2018. If you change your mind about sharing information and images in supervision you can withdraw consent. You can contact me via email and I will get back to you as soon as possible. If you believe that any information I hold on you is incorrect or incomplete I will amend the information as soon as possible. Contact me at: contact@lisagormanpsychotherapy.com. Should a data breach occur: I will notify you via email or phone within 7 business days

You may also request details of personal information which I hold about you under the Data Protection Act 1998. If you would like a copy of the information I hold on you, please contact me at the above address.