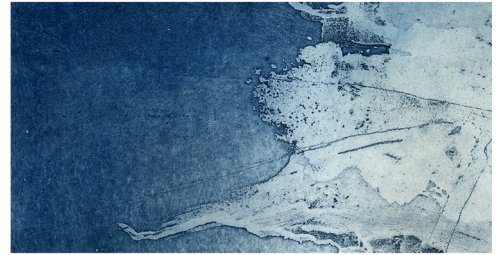


kate nobbs

registered GZ psycholoog
registered psychotherapeut

*Rodenrijselaan 20A
3037XE Rotterdam
The Netherlands*



Privacy Policy and Data Retention Statement-Effective from 25th May 2018

I aim to be fully compliant with current GPDR legislation and to let you know how I use and protect the data you've given me. I wish to be transparent with regard to the processes I have in place. Identifiable information, if shared, will only be used in accordance with this privacy statement. I follow guidance from my governing body (NIP). I will keep these processes under review and refresh them if anything changes.

As a Psychotherapist I am considered the data processor and controller in my practice. As the data controller, I process some of your personal data. No one but me can access this information. Axians is an organisation that administers the practice. That includes the billing of psychotherapy and the registration of sessions. Axians employ a three step authentication process.

Data Processing means obtaining, recording or holding information. The definition is very wide, and most of what I do involves a degree of processing. I process the personal data I have collected as controller. I maintain records of personal data and processing activities and hold responsibility should there be a breach.

Communication with third parties

The detail and content of our sessions is confidential to you the client and to me the therapist. If contact with a third party such as your doctor, employer or educational institution would be helpful for your therapy, I may communicate (usually by letter) about your therapy. I would not ordinarily communicate with him or her without a full discussion with you first. I would however expect you to tell me about any medication you may be given and about any 'other help' you may receive during our therapeutic engagement. In exceptional circumstances though, where I am seriously concerned for your wellbeing, or that of others, I may find it necessary to seek help outside the therapy relationship. While I would always and in the first instance seek to gain your agreement to this, in an emergency this may not always be possible.

Supervision and process notes

As a private practitioner, I have monthly on-going supervision to support and ensure my practice is safe. I may need to discuss our work in clinical supervision. Supervision is itself confidential, and I will make every effort to protect your identity. To work with you to the best of my ability I sometimes use process notes (for example mind maps of ideas or themes that arise as we work together). These will be destroyed after use.

Note keeping

I may make brief notes after each session. These are purely to help me in my work with you, they are disclosed to no one other than and if necessary to my clinical supervisor. Such notes will be held for a maximum of seven years. After this time frame, they're disposed of securely. You have a right to see the information I hold about you should you wish to. You have a right to change any information which you consider to be incorrect. You can also ask

me to delete all/any of the information that I hold. There are however some details I need to keep due to legal and professional obligations.

Publications, research and training

I am actively involved in psychotherapy research and publication and may request your permission to use unidentifiable information of our work together. You are under no obligation or duress to agree to such a request and your refusal will be accepted without further comment. All such requests will be put into writing. I will never use any of your data/artworks for publishing, research or training purposes without first seeking your informed consent. I would ask you to consent to each different proposed use and not to give blanket consent.

Data Storage

I will endeavour to keep all sensitive data safely. This involves me anonymising, using passwords and encrypted documents. I keep all hard copies of sensitive data in a locked filing cabinet and/or password protected computer file.

My email system is password protected. I dispose of emails that contain sensitive information (such as journals you may send me) on a monthly basis. Please take care to protect your privacy when using this means of communication. I dispose of general emails, for example information about appointments, after a maximum of 7 years.

While we work together I will keep your phone/FaceTime number and your initials on my smartphone. My smartphone is password and thumb-print protected. If you have your sessions through Skype, your Skype username will be stored within the Skype app on my device. If you choose to contact me regarding appointments through a text platform, such as WhatsApp please be aware of securing your details such as photo ID. I will delete such communication as soon as it is no longer needed.

I will only contact you in response to you, or concerning appointments unless we have otherwise contracted for me to do so (for example if I send you some information relating to a discussion during your session or as a temporary holding/check in arrangement).

When we discontinue working I will delete your number. This doesn't mean that you can't get in touch with me after your sessions have ended if we have an arrangement for you to do so (for example if you would like to restart therapy).

I do not engage with clients socially through any social media (such as Facebook or instagram).

In the event of a complaint regarding your data and privacy policies please contact me directly.

Clinical will

In the event of a sudden cessation of practice e.g. through an accident or death, I have appointed a professional executor who manages things on my behalf. This is arranged for your welfare as my client and every step is taken to ensure GDPR standards are met.

*“ I work with people to find new stories. Alternative and preferred stories.
Stories in which people have space and possibility to act,
mindful of their own values, intentions and preferences. ”*