



How will my data be stored?

In May 2018 the Data Protection Act was replaced by the General Data Protection Regulations (GDPR). Tanif Catherine Hussain is GDPR registered. The changes to the Data Protection Act are aimed at ensuring that your personal, confidential and sometimes sensitive data, is held privately and securely. This means that any data you give to Tanif must be processed in a way that you agree with. GDPR exists to protect your rights as a consumer. It applies to your identifiable data, e.g. your name and address & any reason you might have for visiting Tanif. It also covers any session records, text messages or emails between Tanif and yourself.

How long will you hold my information for?

Tanif is a member of the Complementary & Natural Healthcare Council (CNHC). As such she is bound by their regulations regarding the length of time she must hold onto your information. The CNHC insists that Tanif must hold onto your data for 8 years after your final session. However, the rule for children is different and the CNHC stipulates that their data must be held until their 25th birthday. The exception to this rule applies to young adults whose treatment ends when they are 17 years old, when Tanif must keep their records until they reach their 26th birthday. Client records will be destroyed in the January after the dates given above. This is in line with NHS regulations for holding data.

What if I would like my data to be destroyed before this date?

Under the GDPR rules you are able to request the deletion of any of your records at any time. Simply write to Tanif requesting that your records are destroyed and once she has confirmed your identity, she will do so. There is no charge for this service. Tanif will then ensure that all your paper records are shredded with a cross shredding machine. Any electronic data held by Tanif, such as emails or text messages will be permanently deleted from the devices they are stored on. NB. Tanif will need to save the written deletion request you sent her but would destroy any other data.

Am I able to see or get a copy of the information held by you?

In line with GDPR if you send Tanif a request in writing, specifying the data you wish to see, she will supply you with a copy of your data within 30 days. Tanif will need to confirm your identity before sending you the information. There will be no charge for this service. NB. Tanif's insurance company's legal team may wish to verify any information she sends out.



What are your reasons for collecting this information?

Tanif is keen to offer the highest quality support to her clients and in order to do so she will collect the following information:

- An idea of what you would like to achieve by coming for hypnotherapy,
- A small amount of medical information
- Some information about your important others
- Some brief session notes
- Your contact details
- GP contact details
- Research data

This information allows Tanif to provide continuity within the sessions, in order to help you towards your goal. This information will allow Tanif to refer to content of earlier sessions and previous discussions. Tanif will only use your contact details / address and GP's details with your explicit consent.

How do I know that Tanif will store my information securely?

- Paper session notes – Tanif stores all paperwork within locked cabinets.
- Text messages – Tanif's work phone is secured with finger-print recognition or a pass code.
- Emails – Tanif's email account requires a user- name and password.
- CORP Research – programme password protected on password protected tablet and first initial only used.

Are our discussions within the hypnotherapy sessions confidential?

Everything you discuss with Tanif during your sessions remains strictly confidential. Occasionally it may be necessary for Tanif to discuss elements of your sessions with her supervisor to ensure that she is helping you in the most effective way. However, no identifying features about you will be disclosed during these discussions. Tanif's supervisor is also registered with GDPR.

What if I see Tanif outside of a hypnotherapy session?

Tanif is obligated by GDPR to protect your confidentiality at all times. So, for this reason, although she may acknowledge you, it would be ideal if any further conversation could be avoided. However, if you wish to discuss your therapy with other people, that is your choice and you are welcome to do so.



Will Tanif discuss information about me with other Health and Social Care Professionals?

Tanif is only able to contact other health and social care professionals with your written consent. Should she write to your GP, to notify them that you have entered into a therapeutic relationship with her, or to notify them that your therapy has been satisfactorily concluded, Tanif would require your signature in line with GDPR requirements. Tanif does have a “Duty of Care” towards her clients, so the only exceptions to this would be if she believed that you were about to harm yourself or others. Should this occur then Tanif would be required to inform the relevant authorities”. However, Tanif would always aim to discuss this with you before taking any action. Legally, Tanif would also have to provide the police with information as set out in a warrant or court order, should the situation arise.

Other information

Data controller is **Tanif Catherine Hussain,**

ADDRESS:

Oaklands, Holyoake Avenue, Bingley, BD16 1EU.

Information about the use of cookies on my website along with the ability to block them, is available on my website: <http://tanifserenityfh.co.uk/>

ICO registration number : ZA752685