Privacy Notice & Website Information

True Self Psychotherapy
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www.trueself.uk.com

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About this notice

At True Self Psychotherapy, I take your privacy and confidentiality seriously.

This Privacy Notice explains how personal information is collected, used, stored and protected in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

I am Federica Maria Griffo, a Psychodynamic Psychotherapist in private practice and a Registered Member of the British Association for Counselling and Psychotherapy (BACP). I work in accordance with the BACP Ethical Framework for the Counselling Professions.

I am registered with the Information Commissioner's Office (ICO) as a Data Controller.

If you have any questions about this Privacy Notice or how your information is handled, please contact me:

Email: federica@trueself.uk.com
Website: www.trueself.uk.com

Information I collect

If you contact me about therapy, I may collect:

- your name and contact details
- brief information about why you are seeking therapy
- any information you choose to share during your enquiry

If you become a client, I may collect information necessary to provide psychotherapy safely and ethically, including:

- contact details
- emergency contact details
- GP details where appropriate
- assessment information
- clinical notes
- appointment and payment records

I only collect information that is necessary for providing psychotherapy and managing my professional practice.

How your information is used

Your information may be used to:

- respond to enquiries
- arrange and manage appointments
- provide psychotherapy
- maintain appropriate clinical records
- meet professional, ethical and legal responsibilities
- process payments

Your personal information is never sold or used for marketing purposes.

Confidentiality

Confidentiality is a fundamental part of psychotherapy.

Information discussed within therapy is kept private, except in rare circumstances where there is a need to share information, for example:

- where there is a serious risk of harm to yourself or another person
- where disclosure is required by law
- where there are safeguarding concerns
- where disclosure is required by a court

Where possible, this would be discussed with you first.

As part of my professional responsibilities, I undertake regular clinical supervision. Any information discussed in supervision is anonymised as far as possible.

How information is stored

I take appropriate steps to keep your information secure.

Electronic records are password protected and stored securely. Any paper records are stored safely.

Only I have access to your clinical records unless disclosure is required by law or you have provided consent.

How long information is kept

Client records are retained in accordance with professional guidance and legal requirements.

Records are normally kept for seven years after therapy ends and are then securely destroyed, unless there is a legal reason to retain them for longer.

Information relating to enquiries where therapy does not begin will be deleted after an appropriate period.

Your rights

Under UK data protection law, you have rights regarding your personal information, including:

- requesting access to your personal information
- requesting correction of inaccurate information
- requesting restriction or deletion where appropriate
- making a complaint to the Information Commissioner's Office (ICO)

Some rights may be limited where information forms part of confidential psychotherapy records or where legal obligations apply.

Website information

The information provided on this website is for general information only and does not constitute psychological, medical or psychiatric advice.

Viewing this website or contacting me does not create a therapeutic relationship.

Therapy can only begin following an initial consultation and agreement of a therapy contract.

This website does not provide crisis support. If you need urgent help or are at immediate risk of harm, please contact emergency services, your GP, NHS 111, or your local Accident & Emergency department.

Website content and external links

The content of this website belongs to True Self Psychotherapy unless otherwise stated and should not be reproduced without permission.

This website may include links to external websites for information or convenience. I am not responsible for the content or privacy practices of external websites.

Cookies

This website may use limited technical cookies or analytics tools to help understand website usage and improve the website.

Where required, consent will be requested before non-essential cookies are used.

Changes to this notice

This Privacy Notice may be updated from time to time. The most recent version will always be available on this website.