



## **PRIVACY STATEMENT**

**Please read this carefully and in full.**

### **Privacy Statement of Eileen Foley @ Inner Healing Counselling.**

Inner Healing Counselling respects your privacy and has set out this statement to help you understand how I deal with your Personal Information. I have set out how and why I collect, hold, use and manage your information. I will update this Privacy Policy from time to time and the latest version will be available on this website.

#### **Collection of Personal Information.**

I collect personal information in a number of ways:

Through sign up forms on this website.

Through emails, newsletters, telephone calls, surveys and social media.

Through the intake form for counselling clients.

#### **Purpose of Personal Information:**

I collect your personal information for the following purposes:

As a means of contacting you in relation to your appointments.

Facilitating payment for the purchase of courses or services through this website.

Marketing through emailing newsletters.

#### **Outline of Data I Store.**

Name and age.

Address, email address, phone number – For contacting you about appointments, blog sign ups, emailing information and my online booking system.

Doctors details – If I was worried that you were at risk then I may need to contact your doctor, with your permission.

Session notes – I keep very brief anonymous notes of our session. I use a client number for the notes.

#### **Sharing of Data:**

I do not provide Personal Information to third parties. It is very unlikely I will share your data. I may have to share it if my notes are subpoenaed by court, if you or anyone you tell me about is at harm or risk of harm I may have to pass this information on.

#### **Storage of Data:**

All data is stored in software on my password protected laptop. All software is also password protected.

Blog/newsletter sign up data is stored in MailChimp which is password protected.

Appointment booking details are stored in 10to8 which is password protected.

Client notes are stored in password protected word documents. These files are stored in OneDrive which is also password protected and has two-step verification. This means OneDrive requires a password plus a verification code to log into the account. The verification code is texted to my phone and changes each time I log into OneDrive.

Mobile phone numbers are not saved or assigned contact details on my phone. All text messages are deleted once answered.

**Disposal of Data**

I am obliged to keep your counselling session note for 5 years after which I remove all contact information and delete the files.

Should you have any questions please contact me on [eileen@innerhealingcounselling.com](mailto:eileen@innerhealingcounselling.com)

Best Wishes,  
*Eileen Foley*