

# DATA PRIVACY NOTICE

## Garth Bunting Psychotherapy

### 1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

### 2. Who are we?

Garth Bunting Psychotherapy is the data controller (contact details below). This means Garth Bunting decides how your personal data is processed and for what purposes.

### 3. How do we process your personal data?

Garth Bunting Psychotherapy complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Garth Bunting uses your personal data for the following purposes: -

- To provide a counselling and psychotherapeutic service for the benefit of clients;
- To administer records;
- To comply with legal requirements.

### 4. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other parties in specific circumstances:

- When information given to me suggests that a minor (a person under 18 years of age) may currently be at risk;
- When there is a suggestion that a client may be a risk to others;
- when it is considered that a client may be suicidal and there is need for appropriate action to ensure a client's safety;
- when data held is subpoenaed by legal proceedings;
- when a client disclosed criminal activity not previously dealt with by legal proceedings.

### 5. How long do we keep your personal data?

Garth Bunting Psychotherapy keeps data in accordance with the guidance set out within Irish Data Protection Legislation, details of which can be found at <https://www.dataprotection.ie/docs/Data-Protection-Rule-7/31.htm>

Specifically, records are held for a period of 7 years.

## **6. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Garth Bunting Psychotherapy holds about you
- The right to request the correction of any incorrect personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary to retain such data
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable)
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Data Protection Commissioner (Ireland)

## **7. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact Garth Bunting Psychotherapy, [garthbuntingpsychotherapy@gmail.com](mailto:garthbuntingpsychotherapy@gmail.com).

You can contact the Data Protection Commissioner (Ireland) on +353 (0761) 104 800; via email [info@dataprotection.ie](mailto:info@dataprotection.ie) or by writing to: The Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, R32 AP23