

## **Fiona-Marie Hicks Psychotherapy – Privacy Policy**

This document is intended to outline my responsibilities with regards to the data that I collect and store about you.

I collect your email address and/or telephone number when you enquire about therapy with me in order to arrange our first meeting. Any further personal data provided by you during the course of our work together will be held and processed in accordance with the data protection principles set out in the Data Protection Act and the General Data Protection Regulation.

I will use the information that you provide solely for the purposes to which you have consented, and in order to provide the psychotherapeutic services you have requested. As described in my therapy contract, I will not share your personal details with any other person or organisation without your knowledge and permission, unless I am required to do so by law.

If you would like to see the information I hold about you, or would like to update or delete any records please contact me by email at [fiona@fionamariehicks.co.uk](mailto:fiona@fionamariehicks.co.uk)

I am registered with the Information Commissioner's Office (ICO)

August 2019